

FEDERAL BUREAU OF INVESTIGATION  
FOI/PA  
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FOI/PA# 1292095-0

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[illegible]



11192  
EMPLOYEE NO.

NICHOLS J RICHARD  
NAME

462-18-9976  
SOC. SEC. NO.

[illegible]

67-NOT RECORDED



UNITED STATES GOVERNMENT

# Memorandum

Tolson \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Mohr \_\_\_\_\_  
Bishop \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

TO : Mr. Callahan

DATE: 5/20/68

FROM : J. B. Adams

SUBJECT: J. RICHARD NICHOLS  
Special Agent  
Milwaukee Office  
Veteran

## PERMANENT BRIEF

Entered on Duty  
Resigned  
Reinstated

4/24/36 - Clerk  
4/23/38  
7/1/38 - Jr. Clerk  
9/30/40 - Special Agent  
10/14/40 - Clerk  
8/11/41 - Special Agent  
10/14/41 - Assistant File Clerk  
3/8/43 - Special Agent  
3/20/43 - Assistant Clerk  
7/14/43  
2/11/46 - Assistant Clerk  
12/29/46 - Special Employee  
8/16/48 - Special Agent

Military Leave  
Returned to Duty  
Entered on Duty

12/26/48  
GS-13, \$15,757  
10/8/67 - Basic Increase  
53 - Born 9/5/14  
Dickerson, Maryland  
Married - 2 Children  
Bachelor of Laws Degree  
None  
French - Unsatisfactory - Fair  
Washington Field  
EXCELLENT  
Qualified  
None  
None

Reported to Field  
Present Grade and Salary  
Last Salary Change  
Age  
Place of Birth  
Marital Status  
Education  
Member of Bar  
Language Ability  
Office of Preference since 1962  
1968 Annual Performance Rating  
Firearms Ability  
Outstanding Endorsers  
Relatives in Bureau  
Offices of Assignment:

12/26/48	assigned
7/10/49	transferred
9/20/54	transferred
3/12/66	transferred

Omaha  
Philadelphia  
Washington Field  
Milwaukee



J. Richard Nichols  
8-1-67

7 minutes; August, 2 hours 8 minutes; September, 2 hours 22 minutes; October, 2 hours 25 minutes; November, 2 hours 3 minutes; December, 1 hour 57 minutes; January, 2 hours 29 minutes; February, 2 hours; March, 2 hours 15 minutes.

On 3-31-60 SAC Gale rated him EXCELLENT and stated he was available for general or special assignment. He had been assigned to the applicant squad. He had demonstrated the capability of handling complicated inquiries with a minimum of supervision. He had continually produced a large volume of assignments. His investigations had been thorough and complete, and the results of his inquiries were reported in succinct, accurate fashion. He was capable of participating in raids and dangerous assignments. He was interested in, available for, and considered completely qualified for administrative advancement. His qualifications were very good.

His daily average overtime for April, 2 hours 40 minutes; May, 2 hours 13 minutes; June, 2 hours 41 minutes.

On 7-10-60 he received a Basic Salary Increase to \$10,635 per annum in GS-13.

His daily average overtime for July, 2 hours 32 minutes; August, 2 hours 47 minutes; September, 2 hours 4 minutes; October, 2 hours 40 minutes.

On 10-30-60 he received a Uniform Promotion to \$10,895 per annum in GS-13.

His daily average overtime for November, 2 hours 15 minutes; December, 2 hours 55 minutes; January, 3 hours 11 minutes; February, 3 hours 39 minutes; March, 2 hours 35 minutes.

On 3-31-61 SAC Johnson rated him EXCELLENT and stated he was available for general or special assignment. He had been assigned to the Applicant Squad. He had demonstrated he was capable of handling complicated and sensitive inquiries with a minimum of supervision. He had produced an exceptionally large volume of assignments. He was capable of participating in raids and dangerous assignments. He was interested in, available for, and considered completely qualified for administrative advancement. His qualifications were considered very good.

His daily average overtime for April, 3 hours 28 minutes; May, 2 hours 18 minutes; June, 2 hours 33 minutes; July, 4 hours 13 minutes; August, 3 hours 28 minutes; September, 2 hours 46 minutes; October, 3 hours 12 minutes; November, 2 hours 36 minutes; December, 2 hours; January, 2 hours 40 minutes; February, 2 hours 39 minutes; March, 2 hours 30 minutes.

On 3-31-62 SAC Johnson rated him EXCELLENT and stated he was available for general or special assignment. He had been assigned to the Applicant Squad. As the case load required, his services were utilized on investigations requiring active investigation in this area. He had demonstrated he was capable of handling complicated and sensitive inquiries with a minimum of supervision. He had produced an exceptionally large volume of assignments. The results of his inquiries were reported in an accurate and concise manner. He was capable of participating in raids and dangerous assignments. He was interested in, available for, and considered completely qualified for administrative advancement. His qualifications were considered very good.

On 4-29-62 he received a Uniform Promotion to \$11,155 per annum in GS-13.

His daily average overtime for April, 1 hour 54 minutes; May, 2 hours 3 minutes; June, 1 hour 57 minutes; July, 2 hours 17 minutes; August, 2 hours 26 minutes; September, 1 hour 58 minutes; October, 2 hours 2 minutes.

On 10-14-62 he received a Basic Salary Increase to \$11,880 per annum in GS-13.

His daily average overtime for November, 1 hour 55 minutes, December, 1962, 2 hours 4 minutes.

From 1-7-63 to 1-18-63 he attended Criminal In-Service Training.

His daily average overtime for January, 1963, 1 hour 49 minutes, February, 1963, 2 hours 17 minutes.

On 3-31-63 SAC Gillies rated him EXCELLENT and stated he had demonstrated repeatedly that he was able to handle complicated and sensitive inquiries with a minimum of supervision and it was felt that because of his past experience he could satisfactorily perform on raids and other dangerous assignments. He was assigned to the applicant squad handling investigative assignments in Montgomery County, Maryland, and in Northern Virginia, as the case load required. In addition he was assigned approximately 100 Security of Government Employees cases per month which cases were handled by an Investigative Clerk. The responsibility for these cases however remained with SA Nichols. He was a very enthusiastic employee and had demonstrated he was a very competent investigator. The results of his inquiries were thorough and complete and the results thereof accurately reported. He was interested in, available for and had very good qualifications for administrative advancement.

His daily average overtime for March, 1963, 2 hours 20 minutes.

On 4-28-63 he received a Within-Grade Increase to \$12,245 per annum in GS-13.

His daily average overtime for April, 1963, 2 hours 3 minutes, May, 2 hours 8 minutes, June, 2 hours 14 minutes, July, 2 hours 7 minutes, August, 2 hours 8 minutes, September, 2 hours 17 minutes, October, 2 hours 15 minutes, November, 2 hours 2 minutes, December, 1963, 2 hours 7 minutes.

On 1-5-64 he received a Basic Salary Increase to \$12,880 per annum in GS-13.

His daily average overtime for January, 1964, 2 hours 8 minutes, February, 1964, 2 hours 7 minutes.

On 3-31-64, his services were rated EXCELLENT and comments were that he had been assigned to the Applicant Squad handling investigations principally in Montgomery County, Maryland. As case load required his services were utilized in Northern Virginia and in the major colleges in Washington, D. C. He was an extremely capable investigator and a very enthusiastic employee. His investigations were thorough and complete and the results thereof accurately reported. There were no restrictions on his availability and he was considered to have very good qualifications for administrative advancement.

His daily average overtime for March, 1964, was 2 hours 9 minutes.

By letter dated 4-12-64, he was CONGRATULATED on the occasion of his Twenty-fifth Anniversary of service in the FBI and the Twenty-five Year Service Award Key was presented to him by the Director.

His daily average overtime for April, 1964, was 2 hours 8 minutes; May, 2 hours 29 minutes; June, 2 hours 7 minutes.

Effective 7-5-64, he received a Basic Increase to \$13,335 per annum in Grade GS-13.

His daily average overtime for July, 1964, was 2 hours 4 minutes; August, 2 hours 5 minutes; September, 2 hours 5 minutes; October, 4 hours 2 minutes; November, 2 hours 22 minutes; December, 2 hours 57 minutes; January, 1965, 2 hours 52 minutes; February, 2 hours 29 minutes.

On 3-31-65, his services were rated EXCELLENT and reports were that he had continued to be assigned to the Applicant Squad. He was a very enthusiastic employee and a very competent investigator. He had demonstrated he was capable of handling complicated and sensitive inquiries with a minimum of supervision. His investigations were most thorough and

complete and the results thereof accurately reported. His very friendly and congenial personality was a definite asset to his daily contacts. There were no restrictions on his availability and he was interested in and had very good qualifications for administrative advancement.

His daily average overtime for March, 1965, was 2 hours 5 minutes.

Effective 4-25-65, he received a Within-Grade Increase to \$13,755 per annum in Grade GS-13.

His daily average overtime for April, 1965, was 2 hours 6 minutes; May, 2 hours 9 minutes; June, 2 hours 13 minutes; July, 2 hours 56 minutes; August, 2 hours 7 minutes; September, 2 hours 8 minutes.

Effective 10-10-65, he received a Basic Increase to \$14,250 per annum in Grade GS-13.

His daily average overtime for October, 1965, was 2 hours 6 minutes; November, 2 hours 4 minutes; December, 2 hours 3 minutes.

By memorandum dated 12-7-65, he advised the Bureau concerning his intentions [redacted]. He stated he had been [redacted] b6

[redacted] for the past year [redacted] b7C

that his [redacted] calling or writing the Bureau and others [redacted]

[redacted]. He further advised that during the entire period [redacted] he had not known or met [redacted]

[redacted]. During this period [redacted] on many occasions without success and was taking this action [redacted] as a last resort. By memorandum dated

1-7-66, he advised he [redacted] and that the problem had been resolved to the satisfaction of both him [redacted] and does not see further difficulty in this regard.

By letter dated 1-31-66, he was COMMENDED for reporting for work on that date despite hazardous travel conditions in the area.

His daily average overtime for January, 1966, 2 hours 46 minutes.

By letter dated 2/16/66 he was CENSURED, PLACED ON PROBATION and ORDERED UNDER TRANSFER to Milwaukee for failure to inform the Bureau of information relating to a personal matter involving himself and [redacted]

[redacted] was a [redacted] had been [redacted] and b6  
[redacted] was a member of [redacted] an organization [redacted] b7C  
in Washington. [redacted]

alias of [ ] and at one time was listed as being on the staff of [ ] which was apparently a publication of [ ]. While SA Nichols had very little contact with [ ] he should have realized this entire matter could have developed into an extremely embarrassing situation not only for him but for the Bureau.

b6  
b7C

His daily average overtime for February, 1966, 2 hours 7 minutes.

On 3/12/66 he ARRIVED in the Milwaukee Office. On his transfer performance report he was rated SATISFACTORY.

By letter dated 3/18/66 APPRECIATION was expressed for his suggestion that the Bureau equip newly purchased automobiles with a particular type of mirror. He would be advised if his suggestion was adopted.

On 3/31/66 he received a rating of SATISFACTORY with comments stating he was fully qualified to participate in raids and dangerous assignments. He had handled applicant type investigations in a very satisfactory manner. He was a very enthusiastic employee who had exhibited an exceptional attitude, as demonstrated by the manner in which he accepted disciplinary action taken against him. He was a competent investigator and had demonstrated the capability of handling complicated and sensitive matters with a minimum of supervision. He was rated unsatisfactory in judgment in view of the administrative action taken against him. He was interested in, completely available for, and he was considered to have some potential for future administrative advancement.

During an Inspection of the Milwaukee Office in March, 1966, O.T. Mansfield, of the Inspection Staff, stated he was a mature Agent whose experience had been rather specialized in his previous assignment in the Washington Field Office. He made an excellent personal appearance. He had an outstanding attitude toward the administrative action taken against him. He realized he should have called his personal problem to the attention of the Bureau and regretted it was necessary that the Bureau call this delinquency to his attention. He appeared sincere in his desire to do a good job for the Bureau in Milwaukee.

His daily average overtime for March, 1966, 2 hours 54 minutes; April, 2 hours 55 minutes.

On 5/17/66 he was rated EXCELLENT and comments reflected he had displayed an outstanding facility for handling of complicated applicant matters. He was most cooperative, loyal and enthusiastic, who had consistently displayed an outstanding attitude toward his work. By separate communication the SAC recommended that he be removed from probation.

By memorandum dated 5/20/66 he was CONTINUED ON PROBATION in view of the severity of the action taken against him.

His daily average overtime for May, 1966, 3 hours 12 minutes; June, 2 hours 49 minutes.

On 7/3/66 he received a Basic Increase to \$14,665 per annum in GS-13.

On 7/26/66 he was rated EXCELLENT and comments indicated he had been assigned a high volume of complicated Applicant-type investigations and had a limited number of Internal Security type cases. He was an experienced and completely capable investigator, who could handle complicated investigative matters in a most efficient manner. By separate communication the SAC recommended he be removed from probation.

His daily average overtime for July, 1966, 2 hours 46 minutes.

By letter dated 8/1/66 he was advised that he was being REMOVED FROM PROBATION.

On 8/9/66 he was approved as a Weekend Supervisor in the Milwaukee Office.

His daily average overtime for August, 1966, 2 hours 50 minutes; September, 3 hours 23 minutes; October, 2 hours 58 minutes.

On 10/31/66 the SAC recommended that he be transferred to Kenosha, Wisconsin as Senior Resident Agent, however on 11/8/66 the SAC was advised that he was not being approved for this assignment in view of the recent administrative action taken against him.

On 11/4/66 the SAC requested that SA Nichols be authorized to interview clerical applicants; however, in view of the administrative action taken against him, this authorization was denied.

His daily average overtime for November, 1966, 4 hours 13 minutes; December, 2 hours 59 minutes; January, 1967, 2 hours 20 minutes; February, 2 hours 41 minutes.

On 3/31/67 he received a rating of EXCELLENT with comments stating he had been assigned a high volume of complicated applicant and Security of Government Employees investigations, along with a high volume of internal security type cases. He was a thoroughly experienced, completely capable investigator who could handle any complicated investigative matter in an efficient manner. His work required only a very minimum of supervision. He was not interested in administrative advancement.

His daily average overtime for March, 1967, 3 hours 32 minutes.

On 4/23/67 he received a Within-Grade Increase to \$15,113 per annum in Grade GS-13.

His daily average overtime for April, 1967, 5 hours 5 minutes.



By memorandum dated 5/18/67 he was considered for transfer to his first office of preference, Washington Field; however, favorable action was not taken at this time in view of the administrative action taken against him on 2/16/66.

His daily average overtime for May, 1967, 3 hours 24 minutes; June, 2 hours 32 minutes; July, 4 hours 53 minutes; August, 4 hours 21 minutes.

On 8/29/67 the SAC again requested that SA Nichols be utilized to interview clerical applicants pointing out that he had been removed from a probationary status since 8/66 and had maintained an outstanding attitude toward his work, as well as toward the previous administrative action taken against him. On 9/7/67 the SAC was advised that authorization was denied.

By letter dated 9/20/67 he was COMMENDED through the SAC, along with others, for carrying out their assignments so effectively which led to the apprehension of [redacted] and others, the subjects of a Bank Robbery case.

b6  
b7C

His daily average overtime for September, 1967, 4 hours 30 minutes.

On 10/8/67 he received a Basic Increase to \$15,757 per annum in GS-13.

His daily average overtime for October, 1967, 2 hours 46 minutes; November, 3 hours 42 minutes; December, 3 hours 15 minutes; January, 1968, 3 hours 21 minutes; February, 2 hours 43 minutes.

On 3/31/68 he received a rating of EXCELLENT with comments stating he had handled a high volume of cases on a continuing basis during the rating period. He worked security and racial matters, as well as complicated applicant cases with security ramifications. His work required a minimum of supervision in that he had performed competently and without delay. His participation in the Informant Program and as a witness were excellent. He was not interested in administrative advancement.

His daily average overtime for March, 1968, 2 hours 20 minutes; April, 2 hours 41 minutes.

## FBI PERSONNEL STATUS FORM

TO: DIRECTOR, FBI

DATE

1/18/68

MY STATUS WITH RESPECT TO THE ITEMS BELOW IS AS FOLLOWS:

(A) NAME: J. RICHARD NICHOLS (B) DATE OF BIRTH 9-5-14 (C) SOCIAL SECURITY NUMBER 462-18-9976

(D) MARITAL STATUS: ☐ SINGLE ☒ MARRIED ☐ DIVORCED ☐ SEPARATED ☐ WIDOW ☐ WIDOWER

SPOUSE: NAME (maiden if female) [REDACTED] AGE [REDACTED]RESIDENCE ADDRESS IF IT DIFFERS FROM YOURS [REDACTED] MDPLACE OF EMPLOYMENT [REDACTED] MONTGOMERY COUNTY, MARYLAND

(E) NAMES OF YOUR IMMEDIATE RELATIVES: (if deceased, so state) (use supplemental sheet if necessary)

## 1. CHILDREN, STEPCHILDREN, THEIR SPOUSES

RELATIONSHIP

AGE  
(if known)

RESIDENCE (City and State) (if known)

SON  
DAUGHTER

[REDACTED]  
[REDACTED]

VA.  
MD

## 2. PARENTS (including foster parents, stepparents, guardian, etc.), BROTHERS, SISTERS &amp; THEIR SPOUSES

RELATIONSHIP

AGE  
(if known)

RESIDENCE (City and State) (if known)

CLINTON RALPH NICHOLS  
PELMA B. NICHOLS

FATHER  
MOTHER  
BROTHER  
"  
"  
"

DECEASED  
DECEASED  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

"  
"  
MD  
"  
"  
"

(WILLIAM-DECEASED) SISTER

## 3. YOUR SPOUSE'S PARENTS, BROTHERS &amp; SISTERS

RELATIONSHIP

AGE  
(if known)

RESIDENCE (City and State) (if known)

JOHN T. HOUKIGAN  
MARGARET S. HOUKIGAN

FATHER  
MOTHER  
BROTHER  
SISTER  
"  
"

(DECEASED)  
(DECEASED)  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

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4 FEB 22 1968

142

(OVER)

3pm

(F) NAMES OF ALL RELATIVES INCLUDING THOSE BY MARRIAGE NOW OR PREVIOUSLY EMPLOYED BY THE FBI:

NAME	EXACT RELATIONSHIP	PRESENT EMPLOYEE	FORMER EMPLOYEE
NONE			

(G) NAMES OF ALL RELATIVES INCLUDING THOSE BY MARRIAGE NOW IN GOVERNMENT SERVICE:

NAME	EXACT RELATIONSHIP	GOVERNMENT AGENCY WHERE EMPLOYED
		MD. b6 b7C

(H) ORGANIZATIONS: ALL EMPLOYEES list all organizations to which you presently belong - do not abbreviate. ONLY SPECIAL AGENTS list former membership in Boy Scouts (indicating exact rank attained) and affiliation with fraternal, honorary or professional groups while in college. NON-AGENTS need not list former memberships at any time.

NAME	PRESENT (All Employees)	FORMER (Agents Only)	CITY AND STATE
Boy Scouts (Tenderfoot)		X	BETHESDA, MD.
ACACIA FRATERNITY (PLEDGE)		X	WASHINGTON, DC
AMERICAN LEGION, FBI Post 56	X		WASHINGTON, DC

(I) CURRENT SCHOOL ATTENDANCE STATUS (NON-AGENTS only): ARE YOU ATTENDING COLLEGE, OR ANY OTHER TYPE OF SCHOOL? ☐ NO ☐ YES INDICATE NAME OF INSTITUTION AND SUBJECTS IN WHICH ENROLLED.

(J) PERSON TO BE NOTIFIED IN CASE OF EMERGENCY:

NAME [REDACTED] RELATIONSHIP WIFE ADDRESS [REDACTED] MARYLAND

Richard Nichols  
(Signature)  
Special Agent  
(Title)

(Please type or print)

Name (As it appears on Bureau rolls)	NICHOLS, J. RICHARD		Date	7/28/60
Check one: SA <input checked="" type="checkbox"/> SAA <input type="checkbox"/>	Date of Birth	9/5/14	EOD	8/16/48

Education

Name of School	Location	Dates		Degree (Give descriptive title, i.e., BS in Civil Eng.)
		From	To	
College				
G. W. University	WDC	1934	1935	Pre-legal course
Columbus Law School	WDC	1937	1939	Major
National Univ. Law.	WDC	1939	1940	Minor LAW (LLB Degree)
Graduate School				
				Major
				Minor
Miscellaneous or Special Schools (Include Vocational and Radio Schools)				

List all college courses studied in mathematics, engineering and sciences, including chemistry, physics, biology, radio, communications, etc., regardless whether degree obtained. (Use supplemental sheet if necessary.)

Course	Hours	Course	Hours	Course	Hours	Course	Hours
None							

BARS: Federal \_\_\_\_\_ Year \_\_\_\_\_ State \_\_\_\_\_ Year \_\_\_\_\_ CPA (State) \_\_\_\_\_ Year \_\_\_\_\_

Other \_\_\_\_\_

Foreign Language and Dialects

(Evaluate your proficiency in each phase as Excellent, Very Good, Good, Fair, or Unsatisfactory.)

Name of Language	Read	Write	Speak	Understand	Translate
French	Fair	Unsat.	Fair	Fair	Fair

Source of Proficiency

Name of Language	Native Tongue	Bureau School	Academic	No. Yrs. Studied	Foreign Assignment	Bur. Test Taken	
						Yes	No
None							

If you can handle any foreign language or languages fluently with little or no hesitation, and without use of a dictionary specify same.

If you have had any TRAINING or EXPERIENCE in the writing field including newspaper reporting, writing for a periodical, and creative writing of any kind, set forth as follows:

Training College Courses	No. of Hours	Experience	Period of Experience
None			

67 NOT RECORDED  
10 OCT 13 1960

### Previous Employment

Type of work and in what capacity	Proficiency	Period of Experience
<u>Acacia Life Insurance Company, Washington, D.C.</u> <u>(Clerk)</u>	<u>Good</u>	<u>1 year, 1935</u>

### Vocations and Avocations

(Give detailed information regarding any special knowledge, abilities, talents, hobbies, trades, etc., you possess, including athletics.)

Vocation or Avocation	Professional	Amateur	Proficiency	Period of Experience
<u>Baseball</u>	<u>X</u>		<u>Good</u>	<u>1938</u>
<u>Baseball</u>		<u>X</u>	<u>Good</u>	<u>1934 - 1947</u>
<u>Basketball</u>		<u>X</u>	<u>Good</u>	<u>1931-1933</u>

If you feel your experience in any of your previous employments, vocations or avocations is sufficient so that you could use it as a cover in an undercover assignment, identify same.

None

### Foreign Travel

List all foreign countries you have traveled in; in what capacity, and period there.

New Guinea, 1944 (8 months) Military  
Philippines, 1945 (7 months) Military

#### Military Training

Active duty: Branch Army Dates of Service 6/43 - 1/46 Rank Sgt.  
Specialized Military Training General Clerk

Are you interested in Foreign Assignment? ☐ Yes ☒ No Location desired \_\_\_\_\_  
Typing ability 20 W.P.M. Have you passed Bureau test? ☐ Yes ☒ No  
Shorthand ability none W.P.M. Have you passed Bureau test? ☐ Yes ☒ No  
Name of Shorthand system you use \_\_\_\_\_

### Practical Experience in Radio

(State degree of proficiency and length of time spent)  
Amateur Radio None Licenses Held \_\_\_\_\_  
Commercial Radio Operator \_\_\_\_\_  
Radio, Television or Sound Repairman or Technician \_\_\_\_\_  
Experimenter or other \_\_\_\_\_  
International Morse Code: Transmit \_\_\_\_\_ W.P.M. Receive \_\_\_\_\_ W.P.M.  
Technical Knowledge of any Electronic Devices \_\_\_\_\_

### Miscellaneous

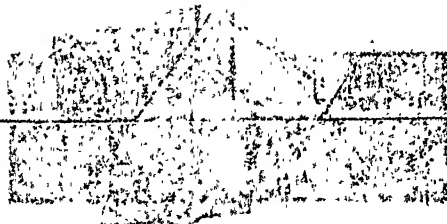
List any other information, qualifications and accomplishments.

FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE  
WASHINGTON, D. C.

- - - - -  
OFFICIAL BUSINESS

Penalty For Private Use To Avoid  
Payment Of Postage, \$300

John R. Nichols







J. RICHARD, N. 1

7/1/53

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J.  
Richard  
Nichols  
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John P. Nichols  
C. Nichols

J. RICHARD  
NICHOLS

AUG 1949

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J. Richard Nichols

J. Richard Nichols  
1952

1961



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#2

J. Richard Nichols  
5-64

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J. Richard Nichols

JUL 1

John R. Nichols  
June 2

Aug 11/41  
al

134

John R. Nichols  
County 9

FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE  
WASHINGTON, D. C.

-----  
OFFICIAL BUSINESS

Penalty for Private Use To Avoid  
Payment Of Postage, \$300



John R. Milola  
Class # 9



Nichols, J. Richard

DO NOT OPEN WITHOUT THE PERMISSION  
OF A SUPERVISOR!

67-87294-320



REC-169

February 16, 1966

PERSONAL

*File Ref: 9-67  
OP. adj. 5-9-67  
nat*

Mr. J. Richard Nichols  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Nichols:

Careful consideration has been given to the information furnished relating to a personal matter involving you and [redacted] your failure to inform the Bureau of this situation is inexcusable. You should realize that this entire matter could have developed into an extremely embarrassing situation not only for you but for the Bureau and you demonstrated exceedingly poor judgment.

b6  
b7C

In view of the foregoing, you are being placed in a probationary status and favorable consideration will not be given while you are on probation to any Within-Grade Salary Increase for which you would otherwise become eligible. Hereafter, it will be incumbent upon you to have a higher regard for your obligations as an employee of the FBI so that there will be no further occasion to criticize you in this manner.

MAILED 7  
FEB 16 1966  
COMM-FBI

Very truly yours,

HNB:skd

(9)

J. Edgar Hoover

- 1 - Movement
- 1 - Personnel Actions John Edgar Hoover
- 1 - Voucher-Statistical Section Director
- 1 - SOG, WFO Personnel File
- 1 - SAC, WFO (Personal Attention)(See Note Page 2)
- 1 - SAC, Milwaukee (Personal Attention)(See Note Page 2)

Based on memo J. B. Adams to Callahan, 2-14-66, CRA:ped.

REMOVED BY SRD

98 FEB 18 1966

MAIL ROOM ☐ TELETYPE UNIT ☐

Tolson \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Mohr \_\_\_\_\_  
Wick \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

Mr. J. Richard Nichols

NOTE:

By separate communication SA Nichols is being ordered under transfer to the Milwaukee Office.

This employee should be closely supervised and at the expiration of 90 days a special performance rating report should be submitted on him, together with a recommendation as to whether he should be removed from probation. Period of special rating should begin the first working day after date of this letter.

UNITED STATES GOVERNMENT

# Memorandum

TO : MR. CALLAHAN

DATE: 2/14/66

FROM : J. B. ADAMS

SUBJECT: SA J. RICHARD NICHOLS

Washington Field Office  
Veteran

EOD Clerk 4/24/36; Resigned 4/23/38;  
Reinstated 7/1/38 Clerk; Military Leave  
from 7/14/43 to 2/11/46; Last EOD as SA 8/16/48;  
GS-13; \$14, 250

Tolson \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Mohr \_\_\_\_\_  
Wick \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

A [redacted] Florida, called the Bureau on 2/6/66 and purported to be [redacted] was connected with the FBI in Washington. According to [redacted] his [redacted] is a member of the [redacted] an organization of [redacted] in Washington. [redacted] desired a review of Bureau indices concerning information on [redacted] [redacted] however, was advised of the confidential nature of information in FBI files. The purpose of this memorandum is to advise of the results of the interview with SA Nichols concerning this matter and to recommend appropriate action.

SA Nichols furnished a detailed statement (attached) in which he advised

[redacted] He is the [redacted] SA Nichols by [redacted] lives in the Washington, D. C., area, exact address unknown and is employed [redacted] According to SA Nichols, [redacted] in Washington under the name of [redacted]

REC-139

87211-320

SA Nichols relates that he [redacted] in July, 1948 and his [redacted] was given [redacted] SA Nichols was remarried in March, 1948. SA Nichols was transferred to Philadelphia in July, 1949 and shortly thereafter, [redacted] was also transferred to that area. On visits [redacted] SA Nichols determined that [redacted] asked him to [redacted] SA Nichols relates that [redacted] objected and on one occasion when [redacted] was visiting his apartment, [redacted] found out by questioning [redacted] SA Nichols reveals that he was [redacted] with this information at that time. Subsequently, [redacted] and it was determined that he had been associating with [redacted] Washington.

Enclosures

CRA:ped

(4)

1 - Mr. Wick (Sent Direct)

1 - Bufile [redacted]

OVER.....

b6  
b7C  
b7E

J. B. Adams to Mr. Callahan memo  
RE: SA J. RICHARD NICHOLS

Following his transfer to Washington in September, 1954, SA Nichols advised that [redacted] and had been [redacted]. SA Nichols related that he did not call this to the attention of the Bureau because [redacted] although he [redacted]. He states he saw [redacted] occasionally and requested that he protect [redacted] and the Bureau from embarrassment which has been done up to the present time.

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SA Nichols states that this situation has caused him considerable emotional concern. SA Nichols says that he sought advice from clergymen; however, they could offer no solution. He attempted to [redacted]. On one occasion, [redacted] and contacted SA Nichols from Florida for money. SA Nichols sent [redacted] \$50 thinking that he was [redacted] however, they have [redacted]

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SA Nichols has maintained occasional contact with [redacted] since September, 1954, with restraint so as not to jeopardize his family or embarrass the Bureau. On a recent visit, [redacted] advised him that [redacted] and approximately two or three months ago related that [redacted] which involved considerable travel. In this regard, a check of Bureau files disclosed a May, 1965, edition of the [redacted] was listed as being on the staff of [redacted] which is apparently a publication of [redacted] Washington. On a recent luncheon visit, SA Nichols [redacted] which he had prepared on behalf of [redacted] to ministers, priests and all high Government officials including the Director.

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Approximately six or eight months ago SA Nichols [redacted] advised him that a [redacted] who had [redacted] had called the [redacted] [redacted] is allegedly [redacted]. Following this call [redacted] moved to an unknown address in [redacted] Virginia. SA Nichols advised that a few months ago he also received a telephone message from a [redacted] in Florida which name was unknown to him and he ignored his request to return the call. [redacted] made two additional efforts to contact SA Nichols; however, SA Nichols states that he continued to ignore the calls.

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In attempting to [redacted] SA Nichols has maintained occasional contact with him. SA Nichols relates that he does not want to jeopardize his job or family and if asked to do so by the Bureau, he will stop seeing [redacted]

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J. B. Adams to Mr. Callahan memo  
RE: SA J. RICHARD NICHOLS

According to information in Bureau files, [redacted] of Washington was organized in January, 1962, and in 1963 had approximately 300 members in the metropolitan area. This society purports to discuss and act upon all problems relating to [redacted] Its press releases state that the primary aim is directed against the discriminatory policy of the Civil Service Commission which [redacted] and attempting to change the policies of [redacted] of the United States in their treatment of such individuals. This society believes that civilian and military personnel and those in private industry [redacted] should no longer be [redacted] Their efforts have been intensified to bring about legislation which would change this and they are also interested in having local laws changed so there will be no legal action taken [redacted] On [redacted] approximately 35 individuals picketed the White House to protest discrimination and hostility against [redacted] This demonstration was allegedly sponsored by [redacted] of Washington.

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No record of the letter can be found that SA Nichols [redacted] is reported to have sent to the Director and other high Government officials; however, SA Nichols' [redacted] may have had reference to the letter which was sent to the President following this demonstration. This letter was signed by [redacted] a member of [redacted] and contains details concerning their grievances as described above. No identifiable information could be located in Bureau files on SA Nichols [redacted] under his true name or alias other than his alias being listed on the staff of [redacted] Metropolitan Police Department records were also checked with negative results and only show a 1964 traffic citation for SA Nichols [redacted]

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#### OBSERVATIONS AND RECOMMENDATIONS:

SA Nichols' states that he hopes that he might continue to occasionally contact [redacted] but if the Bureau desires, he will stop seeing [redacted] SA Nichols' failure to advise [redacted] the Bureau of this problem involving [redacted] is inexcusable. Although [redacted] is using [redacted] alias, [redacted] and this situation could develop into a source of great embarrassment to the Bureau; particularly, in view of [redacted] more active role in the [redacted]

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It is therefore recommended that SA Nichols' be censured, placed on probation, and transferred for his flagrant disregard of regulations which require that employees immediately advise the Bureau of any situation which could possibly be a source of embarrassment to the Bureau.

2-15-  
Transfer to  
MILWAUKEE

*[Handwritten signature]*

V.

*[Handwritten signature]*

*[Handwritten signature]*  
9/15 Year

*[Handwritten signature]*

PERMANENT BRIEF OF SA NICHOLS' FILE IS ATTACHED

February 10, 1966

Mr. J. Richard Nichols  
Federal Bureau of Investigation  
Washington, D. C.

Dear Mr. Nichols:

Your headquarters are changed from **Washington, D. C.,** to **Milwaukee, Wisconsin,** effective upon your arrival there on or after this date. This change is made for official reasons and you will be allowed transportation expenses and per diem at the rate of \$16.00 per day within the U. S., \$6.00 per day for air travel, rail travel, and ocean travel by steamship outside the continental limits of the U. S., transportation expenses for your immediate family, and transportation costs of household goods and personal effects as provided for in Public Law 600 dated August 2, 1946, and Executive Order 9805, dated November 25, 1946, as amended. You are authorized to use your privately owned automobile and you will be reimbursed at the rate prescribed by Section 1.3 of Bureau of the Budget Circular Number A-56, plus necessary bridge or road tolls. Should your dependents travel separate and apart from you, expenses will be allowed under the same conditions as above.

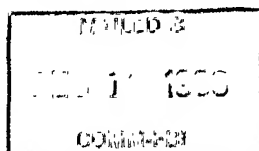
Very truly yours,

*J. Edgar Hoover*  
John Edgar Hoover  
Director

*[Signature]*  
Enclosure

- 1 - SAC, Milwaukee  
1 - SAC, Washington Field (Personal Attention) Expedite transfer and advise by airtel within 48 hours departure and arrival dates.  
1 - Payroll Distribution

rah  
(6)

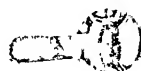


MAIL ROOM ☐ TELETYPE UNIT ☐ /

Nichols, J. Richard

DO NOT OPEN WITHOUT THE PERMISSION  
OF A SUPERVISOR!

67-87294-322





UNITED STATES GOVERNMENT

# Memorandum

TO : DIRECTOR, FBI

DATE: 2/21/66

FROM : SAC, WFO

SUBJECT: J. RICHARD NICHOLS  
SA, WFO

Mr. Tolson	✓
Mr. DeLoach	✓
Mr. Mohr	✓
Mr. Wick	✓
Mr. Casper	✓
Mr. Callahan	✓
Mr. Conrad	✓
Mr. Felt	✓
Mr. Gale	✓
Mr. Rosen	✓
Mr. Sullivan	✓
Mr. Tavel	✓
Mr. Trotter	✓
Tele. Room	✓
Miss Holmes	✓
Miss Gandy	✓

Remylet 2/10/66.

Attached, for information, is a self-explanatory memorandum of this date from SA NICHOLS. He said he would appreciate having the Director read this memorandum.

2 - Bureau (Enc. 1)  
1 - WFO  
JDP:MCP  
(3)

ENCLOSURE

REC-139

2 FEB 20 1966

(checking as attached memos)

THREE

UNITED STATES GOVERNMENT

# Memorandum

TO : SAC, WFO

FROM : *JRN* SA J. RICHARD NICHOLS

SUBJECT: [REDACTED]

DATE: 2/21/66

b6  
b7C

Reference is made to my previous memorandum dated 2/10/66 in the matter concerning [REDACTED] and one [REDACTED] *W.D.C.*

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b7C

On returning from church 2/20/66, [REDACTED] informed me the Bureau Operator called at approximately 9:20 a.m. and advised a [REDACTED] had attempted to call me again. I called the Bureau Operator, who stated [REDACTED] of [REDACTED] Florida, had called and would call back between 3:00 and 5:00 p.m.

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b7C

At approximately 11:10 a.m. 2/20/65, after obtaining his phone number [REDACTED] through long distance information, I dialed direct to [REDACTED] at [REDACTED] Florida. He stated he [REDACTED] and had [REDACTED] Florida. He said this literature was from [REDACTED] and he also believed was of a communist nature. On various questions put to him I found out he [REDACTED] and was [REDACTED] who has [REDACTED] in Washington, D. C. I also learned that he has an attorney in Washington, D. C., first name [REDACTED] and his [REDACTED] which he blamed on [REDACTED]

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b7C

I informed [REDACTED] who appeared [REDACTED] that I was aware of [REDACTED] activities and had reported them to the FBI. He was [REDACTED] dissatisfied with my attempts to sympathize with his problem and stated he was going to take further action, and hung up.

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I wish to report that my contacts with [REDACTED] over the years were of a religious impulse, but now feel that only my prayers can be said for him. I have no intention to ever contact [REDACTED] and any attempts by [REDACTED] or [REDACTED] to contact me will be reported immediately to the Bureau.

b6  
b7C



JRN:MCP

ENCLOSURE

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

At 10:25 p.m., 2/20/66, Bureau Operator [redacted] called my home advising [redacted] had called and desired me to call him collect through Operator 22 at [redacted] Florida, telephone [redacted].

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At 10:35 p.m., I placed the collect call through to [redacted] and, although he was [redacted] [redacted] I was able to obtain the following information:

b6  
b7C

That [redacted] him on 2/19/66; that he was confined to [redacted] between [redacted] [redacted] that previously he was in the [redacted] [redacted]; that he has [redacted] and the other [redacted] was damaged due to [redacted]; that [redacted] and an [redacted]; that he has three cars, one a 1961 Oldsmobile; that [redacted] loaned to [redacted] this Oldsmobile and to which he has title; that [redacted] has stated [redacted] would never be drafted into the U. S. Services or "she would write the President;" that at 9:00 a.m. 2/21/66 he would start a personal "vendetta" to get [redacted]; that he was calling three security officers he knew to get on [redacted] back; that he was calling [redacted] where [redacted] works, because he knew they have Government contracts; that [redacted] is vice president of [redacted]; that [redacted] has ruined [redacted]; and that I'd better do something as a Federal Officer.

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It will be noted that on occasions in the conversation I was able to talk to him on a rational basis. He stated [redacted] was in a Jacksonville, Florida, hospital with cancer of the throat; that I should send her a card because they thought a lot of me. At the conclusion, he hung up again.

b6  
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It will be further noted my wife, [redacted], was on the other extension of my phone and heard everything on both of the telephone conversations, as well as my [redacted] year old daughter, [redacted] being aware of what was taking place.

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b7C

At the conclusion of the above, I called Bureau Operator [redacted] and asked her to tell her relief not to place any more calls from [redacted] to me and to advise him I could not be reached.

b6  
b7C

In conclusion I wish to state that I am truly sorry I did not report this to the Bureau sooner, that I felt a moral obligation of responsibility for [redacted] actions. I have been an admirer of the Director and the Bureau, and I did not [redacted]. I will do anything the Bureau so desires because I must now protect my family. I now feel [redacted] has caused [redacted].

b6  
b7c

March 18, 1966

PERSONAL

Mr. J. Richard Nichols  
Federal Bureau of Investigation  
Milwaukee, Wisconsin

Dear Mr. Nichols:

I have received your suggestion that we equip newly purchased automobiles with a particular type of mirror. Your proposal is being carefully considered and I will let you know if a favorable decision is made.

Your thoughtfulness in submitting your idea to me is indeed appreciated.

Sincerely yours,

2 - Milwaukee

1 - Field personnel file

1 - Suggestion file

① - Personnel file of SA J. Richard Nichols  
JER/njm

(6) (Suggestion 652-66 dated 3/15/66)

NOTE: Suggests we equip newly purchased automobiles with "wide-ty~~pe~~ ~~and~~-range" mirrors.

We have had no experience with such mirrors and Administrative Division will attempt to secure one to find out if it is any improvement over our present rear and side-view mirrors. Referred to Administrative Division for ~~its~~ recommendations.

**DUPLICATE YELLOW**

SA Nichols was censured, placed on probation and transferred on 2/15/66, in connection with failure to inform Bureau of a personal matter of potential embarrassment.

#65266

Date  
3/15/66

To: Director, FBI	From: (Suggester's name) SA J. RICHARD NICHOLS	Division of Assignment Milwaukee
----------------------	---	-------------------------------------

**SUGGESTION**  
Equip newly purchased Bureau automobiles with "wide-range" mirrors. This mirror is approximately the same size as the standard mirror installed on new vehicles. The curvature of the "wide-range" mirror gives the driver full vision, both left and right side, of the rear of the vehicle being operated.

Current practice or rule (Include manual citation as well as facts)  
**Utilization of conventional rear view mirrors.**

Advantages of suggestion and annual savings (include basis for estimate)

Disadvantages of suggestion  
**None.**

(The use by the United States of my suggestion shall not form the basis of a further claim of any nature by me, my heirs or assigns upon the United States. I understand that I will be considered for any justified award only if my suggestion is adopted within two years after submission.)

☒ Mr. ☐ Mrs. ☐ Miss J. RICHARD NICHOLS, Special Agent  
Signature and Title of Suggester

Recommendations and comments of Division Head  
**Suggestion appears to have merit and is worthy of consideration by Bureau - could help eliminate accidents.**

Paul H. Fields, Jr.  
Special Agent in Charge  
Signature and Title

(Do not write in this space - for Bureau use only)

REC. REC. UNIT

FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICEb6  
b7c

## REPORT OF PERFORMANCE RATING

Name of Employee: J. RICHARD NICHOLSWhere Assigned: WASHINGTON FIELD OFFICE  
(Division) (Section, Unit)Official Position Title and Grade: SPECIAL AGENT, GS-13Rating Period: from APRIL 1, 1965 to MARCH 10, 1966ADJECTIVE RATING: SATISFACTORY  
Outstanding, Excellent, Satisfactory, UnsatisfactoryEmployee's  
Initials  
JRN

Rated by:

George G. Duffy  
GEORGE G. DUFFY

SUPERVISOR

Title

3/10/66

Date

Reviewed by:

Joseph D. Purvis  
JOSEPH D. PURVIS

SPECIAL AGENT

IN CHARGE

Title

3/10/66

Date

Rating Approved by:

[Signature]

Assistant Director

MAR 23 1966

Date

C-140  
TYPE OF REPORT☐ Official  
☐ Annual

67-1211-323
Searched _____ Indexed _____
8 MAR 11 1966
<input checked="" type="checkbox"/> Administrative
<input checked="" type="checkbox"/> 60-Day
<input checked="" type="checkbox"/> 90-Day
<input checked="" type="checkbox"/> Transfer
<input type="checkbox"/> Separation from Service
<input type="checkbox"/> Special

MAR 20 1966 78

# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee J. RICHARD NICHOLS Title SPECIAL AGENT

Rating Period: from 4/1/65 to 3/10/66

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

### RATE ITEMS AS FOLLOWS:

- + Outstanding (exceeding excellent and deserving of special commendation).  
E Excellent.  
✓ Satisfactory (good or very good).  
- Unsatisfactory.  
O No opportunity to appraise performance during rating period.

### Guide for determining adjective rating:

- "Outstanding" adjective rating requires (A) that all elements be + and (B) that each and every rated element be factually justified by narrative details, including reasons for considering each worthy of Special Commendation and be attached to FD-185a.
- "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
  - Any element rated "Unsatisfactory" must be supported by narrative comments.
  - An official rating of "Unsatisfactory" must be supported in writing stating (1) wherein the performance is unsatisfactory, (2) the facts of the (90-day) prior warning, and (3) the efforts made after the warning to help the employee bring his performance up to a satisfactory level and must be attached to FD-185a.

- |   |   |
|---|---|
| <u>E</u> (1) Personal appearance.   | <u>✓</u> (16) Firearms ability.   |
| <u>E</u> (2) Personality and effectiveness of his personal contacts.  | <u>C</u> (17) Development of informants and sources of information.   |
| <u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).  | <u>E</u> (18) Reporting ability:  |
| <u>E</u> (4) Physical fitness (including health, energy, stamina).  | <u>E</u> (a) Investigative reports  |
| <u>+</u> (5) Resourcefulness and ingenuity.   | <u>O</u> (b) Summary reports  |
| <u>E</u> (6) Forcefulness and aggressiveness as required.   | <u>E</u> (c) Memos, letters, wires  |
| <u>+</u> (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.   | (Consider: <u>E</u> conciseness; <u>E</u> clarity; <u>E</u> organization; <u>E</u> thoroughness; <u>E</u> accuracy; <u>E</u> adequacy and pertinency of leads; <u>E</u> administrative detail.) |
| <u>E</u> (8) Initiative and the taking of appropriate action on own responsibility.   | <u>O</u> (19) Performance as a witness.   |
| <u>+</u> (9) Planning ability and its application to the work.  | <u>O</u> (20) Executive ability:  |
| <u>E</u> (10) Accuracy and attention to pertinent detail.   | (a) Leadership  |
| <u>+</u> (11) Industry, including energetic, consistent application to duties.  | (b) Ability to handle personnel   |
| <u>+</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control. | (c) Planning  |
| <u>+</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.   | (d) Making decisions  |
| <u>+</u> (14) Investigative ability and results:  | (e) Assignment of work  |
| <u>O</u> (a) Internal security cases  | (f) Training subordinates   |
| <u>O</u> (b) Criminal or general investigative cases  | (g) Devising procedures   |
| <u>O</u> (c) Fugitive cases   | (h) Emotional stability   |
| <u>+</u> (d) Applicant cases  | (i) Promoting high morale   |
| <u>O</u> (e) Accounting cases   | (j) Getting results   |
| <u>O</u> (15) Physical surveillance ability.  | <u>O</u> (21) Ability on raids and dangerous assignments:   |
|   | (a) As leader   |
|   | (b) As participant  |
|   | <u>E</u> (22) Organizational interest, such as making of suggestions for improvement.   |
|   | <u>E</u> (23) Ability to work under pressure.   |
|   | <u>E</u> (24) Miscellaneous. Specify and rate:  |
|   | <u>E</u> Dictation ability  |

- A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.):

### Applicant and SGE

- B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker):

### Investigator

- C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)  
 (2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)
- D. 1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave (including annual leave or LWOP for illness) during rating period than the amount of sick leave earned during such period? No (If answer to either question is "yes," explain in narrative comments.)
- E. Is employee qualified to operate a motor vehicle incidental to his official duties? ☒ Yes ☐ No  
 If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use.  
 (b) Is physically fit to drive. (c) Past safe-driving record OK or has passed Bureau road test.

ADJECTIVE RATING:

SATISFACTORY

Outstanding, Excellent, Satisfactory, Unsatisfactory

EMPLOYEE'S INITIALS

JRN



## NARRATIVE COMMENTS

SA J. RICHARD NICHOLS  
WASHINGTON FIELD OFFICE  
4/1/65 TO 3/10/66

1. PERSONAL APPEARANCE AND PERSONALITY:

SA NICHOLS is always well groomed and has a businesslike personal appearance. His friendly and congenial personality is a definite asset in his official contacts.

2. ABILITY TO PARTICIPATE IN RAIDS AND DANGEROUS ASSIGNMENTS:

He is considered fully qualified to participate in raids and dangerous assignments.

3. LIMITATIONS ON AVAILABILITY; PHYSICAL LIMITATIONS AFFECTING PERFORMANCE; AND SICK LEAVE INFORMATION:

N. A.

4. TYPE OF CASES OR WORK HANDLED AND APPRAISAL OF OVER-ALL PERFORMANCE INCLUDING ABILITY TO HANDLE COMPLICATED INVESTIGATIVE MATTERS AND SUPERVISION REQUIRED:

During the rating period he has been assigned to the Applicant Squad handling investigative duties, principally in Montgomery County, Maryland. He has also assisted, as the need required, in handling investigations at the major universities in Washington, D. C. Additionally, he is assigned approximately one hundred SGE cases per month, which cases are handled by an Investigative Clerk. The primary responsibility for these cases, however, remained with SA NICHOLS. He is a very enthusiastic employee who has exhibited an exceptional attitude, which was again demonstrated by the manner in which he accepted the disciplinary action taken against him. He is a competent investigator and has demonstrated the capability of handling complicated and sensitive inquiries with a minimum of supervision. His inquiries have been most thorough and complete and the results thereof accurately reported. He is rated excellent in dictation. He has actively participated in the Bureau's applicant recruitment programs. His investigative performance during the period has been excellent; however, in view of the disciplinary action taken against SA NICHOLS, he is being rated satisfactory.

Rating: SATISFACTORY

Employee's Initials JRN

5. NUMBER OF INCENTIVE AWARDS AND COMMENDATIONS RECEIVED:

One through the SAC for his participation in the training of new agents. One personal commendation from the Director dated 1/31/66 for reporting for duty under extremely hazardous travel conditions.

6. DISCIPLINARY ACTION AND JUSTIFICATION FOR ANY UNSATISFACTORY ITEMS:

(List items taken into consideration on rating guide and check list.)

On 2/16/66 the Director had occasion to criticize SA NICHOLS and place him on probation for exceedingly poor judgment in failing to advise the Bureau of a personal matter involving him and [REDACTED]. This matter has been considered in the preparation of this rating and in so doing SA NICHOLS was rated unsatisfactory on judgment (Item 7).

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7. PARTICIPATION IN INFORMANT PROGRAMS:

In view of his assignment he did not have the opportunity to participate in this program. He is aware of the Bureau's responsibility in this field.

8. TESTIFYING EXPERIENCE AND ABILITY:

None during period. Has previously testified as a competent witness.

9. ACCOUNTING INFORMATION:

N. A.

10. POLICE INSTRUCTION:

N. A.

11. RESIDENT AGENTS:

N. A.

Rating: SATISFACTORY

Employee's Initials

*JW*

12. EXPERIENCE AND ABILITY AS INSPECTOR'S AIDE:

N. A.

13. FOREIGN LANGUAGE ABILITY:

N. A.

Language in which proficient \_\_\_\_\_.

Completed language school ☐ Yes ☐ No

Fluent in \_\_\_\_\_ language to extent Agent can handle typical investigative problems as follows: (1) Conversation form ☐ Yes ☐ No

(2) Written form ☐ Yes ☐ No

Evaluate language proficiency in each phase as excellent, very good, good, fair or unsatisfactory

<u>Language</u>	<u>Read</u>	<u>Write</u>	<u>Speak</u>	<u>Understand</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Frequency \_\_\_\_\_ language ability used during rating period:

Frequency of use of \_\_\_\_\_ language ability anticipated during ensuing year:

14. ADMINISTRATIVE ADVANCEMENT:

(a) Agent is interested in administrative advancement. ☒ Yes ☐ No

(b) Agent is completely available for administrative advancement. ☒ Yes ☐ No

(c) Agent is considered completely qualified at present for administrative advancement, including experience, ability, personality and appearance. ☐ Yes ☒ No

(d) If answer to (c) is "Yes," Agent's qualifications considered ☐ very good ☐ excellent ☐ outstanding

(e) If answer to (c) is "No," Agent considered to have potential for future administrative advancement. (If applicable, explanatory comments required.) ☒ Yes ☐ No

SA NICHOLS is not considered at this time in view of probationary status.

Rating: SATISFACTORY

Employee's Initials JW

FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

## REPORT OF PERFORMANCE RATING

Name of Employee: J. RICHARD NICHOLSWhere Assigned: Milwaukee  
(Division) (Section, Unit)Official Position Title and Grade: Special Agent GS-13Rating Period: from 4/1/65 to 3/31/66ADJECTIVE RATING: Satisfactory  
Outstanding, Excellent, Satisfactory, UnsatisfactoryEmployee's  
Initials*JRN*

Rated by:

Ass't Special Agent in Charge 3/31/66  
Title Date

Reviewed by:

Paul H. Fields Special Agent in Charge 3/31/66  
Signature Title Date

Rating Approved by:

[Signature]  
Signature67-87294-324  
Assistant Director

APR 26 1966

DEC-145

APR 13 1966

## TYPE OF REPORT

☒ Official  
☒ Annual☐ Administrative  
☐ 60-Day  
☐ 90-Day  
☐ Transfer  
☐ Separation from Service  
☐ Special29  
2 APR 28 1966

# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee J. RICHARD NICHOLS Title Special Agent GS-13  
Rating Period: from 4/1/65 to 3/31/66

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

### RATE ITEMS AS FOLLOWS:

- + Outstanding (exceeding excellent and deserving of special commendation).  
E Excellent.  
✓ Satisfactory (good or very good).  
- Unsatisfactory.  
0 No opportunity to appraise performance during rating period.

### Guide for determining adjective rating:

- "Outstanding" adjective rating requires (A) that all elements be + and (B) that each and every rated element be factually justified by narrative details, including reasons for considering each worthy of Special Commendation and be attached to FD-185a.
- "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
  - Any element rated "Unsatisfactory" must be supported by narrative comments.
  - An official rating of "Unsatisfactory" must be supported in writing stating (1) wherein the performance is unsatisfactory, (2) the facts of the (90-day) prior warning, and (3) the efforts made after the warning to help the employee bring his performance up to a satisfactory level and must be attached to FD-185a.

- |   |   |
|---|---|
| <u>E</u> (1) Personal appearance.   | <u>✓</u> (16) Firearms ability.   |
| <u>E</u> (2) Personality and effectiveness of his personal contacts.  | <u>0</u> (17) Development of informants and sources of information.   |
| <u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).  | <u>E</u> (18) Reporting ability: <ul style="list-style-type: none"> <li><u>E</u> (a) Investigative reports</li> <li><u>0</u> (b) Summary reports</li> <li><u>E</u> (c) Memos, letters, wires</li> </ul> (Consider: <u>E</u> conciseness; <u>E</u> clarity; <u>E</u> organization; <u>E</u> thoroughness; <u>E</u> accuracy; <u>E</u> adequacy and pertinency of leads; <u>E</u> administrative detail.)   |
| <u>E</u> (4) Physical fitness (including health, energy, stamina).  | <u>0</u> (19) Performance as a witness.   |
| <u>+</u> (5) Resourcefulness and ingenuity.   | <u>0</u> (20) Executive ability: <ul style="list-style-type: none"> <li><u>✓</u> (a) Leadership</li> <li><u>✓</u> (b) Ability to handle personnel</li> <li><u>✓</u> (c) Planning</li> <li><u>✓</u> (d) Making decisions</li> <li><u>✓</u> (e) Assignment of work</li> <li><u>✓</u> (f) Training subordinates</li> <li><u>✓</u> (g) Devising procedures</li> <li><u>✓</u> (h) Emotional stability</li> <li><u>✓</u> (i) Promoting high morale</li> <li><u>✓</u> (j) Getting results</li> </ul> |
| <u>+</u> (6) Forcefulness and aggressiveness as required.   | <u>0</u> (21) Ability on raids and dangerous assignments: <ul style="list-style-type: none"> <li><u>✓</u> (a) As leader</li> <li><u>✓</u> (b) As participant</li> </ul>   |
| <u>+</u> (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.   | <u>E</u> (22) Organizational interest, such as making of suggestions for improvement.   |
| <u>E</u> (8) Initiative and the taking of appropriate action on own responsibility.   | <u>E</u> (23) Ability to work under pressure.   |
| <u>+</u> (9) Planning ability and its application to the work.  | <u>E</u> (24) Miscellaneous. Specify and rate: <ul style="list-style-type: none"> <li><u>E</u> Dictation ability</li> </ul>   |
| <u>+</u> (10) Accuracy and attention to pertinent detail.   |   |
| <u>+</u> (11) Industry, including energetic, consistent application to duties.  |   |
| <u>+</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.   |   |
| <u>+</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.   |   |
| <u>+</u> (14) Investigative ability and results: <ul style="list-style-type: none"> <li><u>0</u> (a) Internal security cases</li> <li><u>0</u> (b) Criminal or general investigative cases</li> <li><u>0</u> (c) Fugitive cases</li> <li><u>+</u> (d) Applicant cases</li> <li><u>0</u> (e) Accounting cases</li> </ul> |   |
| <u>0</u> (15) Physical surveillance ability.  |   |

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.):

Applicant and SGE

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker):

Investigator

- C. (1) Is employee available for general assignment wherever needs of service require? yes (If answer is not "yes," explain in narrative comments.)  
(2) Is employee available for special assignment wherever needs of service require? yes (If answer is not "yes," explain in narrative comments.)

D. 1. Has employee had an abnormal sick leave record during rating period? no 2. Has employee used more sick leave (including annual leave or LWOP for illness) during rating period than the amount of sick leave earned during such period? no (If answer to either question is "yes," explain in narrative comments.)

E. Is employee qualified to operate a motor vehicle incidental to his official duties? ☒ Yes ☐ No  
If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use.  
(b) Is physically fit to drive. (c) Past safe-driving record OK or has passed Bureau road test.

ADJECTIVE RATING:

Satisfactory

Outstanding, Excellent, Satisfactory, Unsatisfactory

EMPLOYEE'S INITIALS

*JRN*

## NARRATIVE COMMENTS

1. PERSONAL APPEARANCE AND PERSONALITY:

SA J. RICHARD NICHOLS is always well groomed and has a businesslike personal appearance. His friendly and congenial personality is a definite asset in his official contacts.

2. ABILITY TO PARTICIPATE IN RAIDS AND DANGEROUS ASSIGNMENTS:

He is considered fully qualified to participate in raids and dangerous assignments.

3. LIMITATIONS ON AVAILABILITY; PHYSICAL LIMITATIONS AFFECTING PERFORMANCE; AND SICK LEAVE INFORMATION:

N/A

4. TYPE OF CASES OR WORK HANDLED AND APPRAISAL OF OVER-ALL PERFORMANCE, INCLUDING ABILITY TO HANDLE COMPLICATED INVESTIGATIVE MATTERS AND SUPERVISION REQUIRED:

SA NICHOLS entered on duty at Milwaukee 3-12-66. For the major portion of the rating period he was assigned to Washington Field Office. Since arrival in Milwaukee he has handled applicant type investigations in a very satisfactory manner. In his previous office of assignment he was assigned to Applicant Squad handling investigative duties, principally in Montgomery County, Maryland. He also assisted as the need required in handling investigations at major universities in Washington, D. C. Additionally, he was assigned approximately 100 SGE cases per month, which cases are handled by an investigative clerk, with the primary responsibility for same being that of SA NICHOLS. He is a very enthusiastic employee who has exhibited an exceptional attitude, as demonstrated by the manner in which he accepted disciplinary action taken against him. He is a competent investigator and has demonstrated the capability of handling complicated and sensitive matters with a minimum of supervision. His inquiries have been most thorough and complete, and results accurately reported. He is rated excellent in dictation. He has actively participated in the Bureau's applicant recruitment programs. His investigative performance during the rating period has been excellent; however, in view of the disciplinary action taken against him, he is being rated satisfactory.

  
Initials

5. NUMBER OF INCENTIVE AWARDS AND COMMENDATIONS RECEIVED:

One through the SAC for his participation in training new agents. Bulet 1/31/66 commended him for reporting for duty under extremely hazardous travel conditions.

6. DISCIPLINARY ACTION AND JUSTIFICATION FOR ANY UNSATISFACTORY ITEMS:

(List items taken into consideration on rating guide and check list.)

On 2/16/66 the Director had occasion to criticize SA NICHOLS and place him on probation for exceedingly poor judgment in failing to advise the Bureau of a personal matter involving him and [REDACTED]. This matter has been considered in the preparation of this rating and in so doing he was rated unsatisfactory on Item #7 of the rating guide. b7c

7. PARTICIPATION IN INFORMANT PROGRAMS:

In view of his assignment he had no opportunity to participate in this program. He is aware of the Bureau's responsibility in this area.

8. TESTIFYING EXPERIENCE AND ABILITY:

None during the rating period. He has previously testified as a competent witness.

9. ACCOUNTING INFORMATION:

N/A

10. POLICE INSTRUCTION:

N/A

11. RESIDENT AGENTS:

N/A

  
Initials

12. EXPERIENCE AND ABILITY AS INSPECTOR'S AIDE:

N/A

13. FOREIGN LANGUAGE ABILITY:

N/A

Language in which proficient \_\_\_\_\_ .

Completed language school ☐ Yes ☐ No

Fluent in \_\_\_\_\_ language to extent Agent can handle typical investigative problems as follows: (1) Conversation form ☐ Yes ☐ No

(2) Written form ☐ Yes ☐ No

Evaluate language proficiency in each phase as excellent, very good, good, fair or unsatisfactory

Language

Read

Write

Speak

Understand

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Frequency \_\_\_\_\_ language ability used during rating period:

Frequency of use of \_\_\_\_\_ language ability anticipated during ensuing year:

14. ADMINISTRATIVE ADVANCEMENT:

(a) Agent is interested in administrative advancement. ☒ Yes ☐ No

(b) Agent is completely available for administrative advancement. ☒ Yes ☐ No

(c) Agent is considered completely qualified at present for administrative advancement, including experience, ability, personality and appearance. ☐ Yes ☒ No

(d) If answer to (c) is "Yes," Agent's qualifications are considered  
☐ very good ☐ excellent ☐ outstanding

(e) If answer to (c) is "No," is Agent considered to have potential for future administrative advancement? (If applicable, explanatory comments required.) ☒ Yes ☐ No

SA NICHOLS is not considered at this time in view of his probationary status.

  
Initials



Name: J. RICHARD NICHOLS

Title: Special Agent

EOD: 4-24-36 - Clerk  
8-16-48 - Special Agent

Grade: GS-13 at \$14,250.

Veteran

SAC ~~FIELDS~~: This write-up is being prepared inasmuch as SA NICHOLS was placed on probation on 2-16-66, and transferred to the Milwaukee Division, where he arrived on duty on 3-12-66.

This Agent is always well groomed, attired in a conservative, professional manner, and makes an excellent personal appearance. Assignments in Milwaukee have involved complicated applicant-type investigations, as well as a limited number of security matters. He has displayed an excellent attitude concerning the administrative action taken against him. He is a most cooperative, willing worker, who displays a splendid attitude toward his work. He gives every evidence of being a particularly capable, experienced investigator. Matters assigned to him have been approached with determination and unusual professional acumen. Although interested in and completely available for administrative advancement, he is not being considered at this time, in view of probationary status. He is considered to have potential for future administrative advancement.

Rating: Satisfactory

10 - for  
3 - m

MILWAUKEE INSPECTION DIVISION  
3-25-66  
JNL:mcs

92  
138  
3 MAY 11 1966

O. T. MANSFIELD, INSPECTION STAFF: SA Nichols is a mature Agent whose  
(OTM:wmj 5/3/66) experience has been rather specialized  
in his previous assignment in the  
Washington Field Office. He makes an excellent personal appearance.

SA Nichols has an outstanding attitude towards the administrative action taken against him. He realizes he should have called his personal problem to the attention of the Bureau and regrets it was necessary that the Bureau call this delinquency to his attention. He appears sincere in his desire to do a good job for the Bureau in Milwaukee.

He arrived at Milwaukee on 3/12/66 and he had been in Milwaukee too short a time prior to interview to allow a meaningful evaluation of his work performance to be made.

fz

UNITED STATES GOVERNMENT

# Memorandum

Tolson \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Mohr \_\_\_\_\_  
Wick \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

TO : Mr. Callahan

DATE: 5-20-66

FROM : J. B. Adams *JB Adams*

SUBJECT: SA J. RICHARD NICHOLS  
Milwaukee Office  
Appointed SA 8-16-48  
GS-13, \$14,250  
Veteran  
ON PROBATION since 2-16-66  
RE: REMOVAL FROM PROBATION

By letters dated 2-16-66 he was CENSURED, PLACED ON PROBATION & ORDERED TRANSFERRED from Washington Field to Milwaukee for his flagrant disregard of regulations which require that employees immediately advise the Bureau of any situation which could possibly be a source of embarrassment to the Bureau. [redacted]

[redacted] in Washington, D. C. under the name of [redacted]. He was aware of [redacted] problem and had maintained occasional contact with [redacted] since September, 1954.

On a special report covering the period 2-17 to 5-17-66 he was rated EXCELLENT and comments reflected he had displayed an outstanding facility for handling of complicated applicant matters. He is most cooperative, loyal and enthusiastic, who had consistently displayed an outstanding attitude toward his work. By separate communication his SAC recommended that he be removed from probation.

RECOMMENDATIONS: (1) That he be continued on probation for an additional 60 days in view of the severity of the action taken against him.

(2) The Excellent rating covering the period 2-17 to 5-17-66 stand as submitted.

*7-19-66*  
*Spec. perf. rept. requ*  
*+ recom re: probat*  
*also weight re*  
*FDH/jas*  
*1 - Mr. [redacted]*

REC-143

67-87294-325  
MAY 20 1966

b6  
b7C

b6  
b7C

b6  
b7C

FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

## REPORT OF PERFORMANCE RATING

Name of Employee: J. RICHARD NICHOLSWhere Assigned: Milwaukee (Division) (Section, Unit)Official Position Title and Grade: Special Agent, GS-13Rating Period: from 2-17-66 to 5-17-66ADJECTIVE RATING: EXCELLENT  
*Outstanding, Excellent, Satisfactory, Unsatisfactory*Employee's  
InitialsJRN

Rated by:

Ass't. Special Agent  
in Charge 5-17-66  
Title Date

Reviewed by:

Paul H. Fields, Jr.  
Special Agent  
in Charge 5-17-66  
Signature Title Date

Rating Approved by:

J. P. Callahan Assistant Director MAY 23 1966  
Signature Title Date

## TYPE OF REPORT

☐ Official  
☐ Annual☒ Administrative  
☐ 60-Day  
☒ 90-Day

67- 87-24-326			
Searched	Numbered	Indexed	Filed
4 JUN 21 1966			

1 JUN 6 1966

REC-133

3/11/7

# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee J. RICHARD NICHOLS Title Special Agent, GS-13  
Rating Period: from 2-17-66 to 5-17-66

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

### RATE ITEMS AS FOLLOWS:

- + Outstanding (exceeding excellent and deserving of special commendation).  
E Excellent.  
✓ Satisfactory (good or very good).  
- Unsatisfactory.  
O No opportunity to appraise performance during rating period.

### Guide for determining adjective rating:

- "Outstanding" adjective rating requires (A) that all elements be + and (B) that each and every rated element be factually justified by narrative details, including reasons for considering each worthy of Special Commendation and be attached to FD-185a.
- "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
  - Any element rated "Unsatisfactory" must be supported by narrative comments.
  - An official rating of "Unsatisfactory" must be supported in writing stating (1) wherein the performance is unsatisfactory, (2) the facts of the (90-day) prior warning, and (3) the efforts made after the warning to help the employee bring his performance up to a satisfactory level and must be attached to FD-185a.

- |   |   |
|---|---|
| <u>E</u> (1) Personal appearance.   | <u>✓</u> (16) Firearms ability.   |
| <u>E</u> (2) Personality and effectiveness of his personal contacts.  | <u>✓</u> (17) Development of informants and sources of information.   |
| <u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).  | <u>E</u> (18) Reporting ability: <ul style="list-style-type: none"> <li><u>E</u> (a) Investigative reports</li> <li><u>O</u> (b) Summary reports</li> <li><u>E</u> (c) Memos, letters, wires</li> </ul> (Consider: <u>E</u> conciseness; <u>E</u> clarity; <u>E</u> organization; <u>E</u> thoroughness; <u>E</u> accuracy; <u>E</u> adequacy and pertinency of leads; <u>E</u> administrative detail.)   |
| <u>E</u> (4) Physical fitness (including health, energy, stamina).  | <u>O</u> (19) Performance as a witness.   |
| <u>+</u> (5) Resourcefulness and ingenuity.   | <u>O</u> (20) Executive ability: <ul style="list-style-type: none"> <li><u>+</u> (a) Leadership</li> <li><u>+</u> (b) Ability to handle personnel</li> <li><u>+</u> (c) Planning</li> <li><u>+</u> (d) Making decisions</li> <li><u>+</u> (e) Assignment of work</li> <li><u>+</u> (f) Training subordinates</li> <li><u>+</u> (g) Devising procedures</li> <li><u>+</u> (h) Emotional stability</li> <li><u>+</u> (i) Promoting high morale</li> <li><u>+</u> (j) Getting results</li> </ul> |
| <u>E</u> (6) Forcefulness and aggressiveness as required.   | <u>O</u> (21) Ability on raids and dangerous assignments: <ul style="list-style-type: none"> <li><u>+</u> (a) As leader</li> <li><u>+</u> (b) As participant</li> </ul>   |
| <u>+</u> (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.   | <u>E</u> (22) Organizational interest, such as making of suggestions for improvement.   |
| <u>E</u> (8) Initiative and the taking of appropriate action on own responsibility.   | <u>E</u> (23) Ability to work under pressure.   |
| <u>+</u> (9) Planning ability and its application to the work.  | <u>E</u> (24) Miscellaneous. Specify and rate: <ul style="list-style-type: none"> <li><u>E</u> Dictation ability</li> </ul>   |
| <u>+</u> (10) Accuracy and attention to pertinent detail.   |   |
| <u>+</u> (11) Industry, including energetic, consistent application to duties.  |   |
| <u>+</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.   |   |
| <u>E</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.   |   |
| <u>E</u> (14) Investigative ability and results: <ul style="list-style-type: none"> <li><u>E</u> (a) Internal security cases</li> <li><u>O</u> (b) Criminal or general investigative cases</li> <li><u>O</u> (c) Fugitive cases</li> <li><u>+</u> (d) Applicant cases</li> <li><u>O</u> (e) Accounting cases</li> </ul> |   |
| <u>E</u> (15) Physical surveillance ability.  |   |

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.):

Security, Applicant and SGE

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker):

Investigator

- C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)  
(2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)

D. 1. Has employee had an abnormal sick leave record during rating period? No. 2. Has employee used more sick leave (including annual leave or LWOP for illness) during rating period than the amount of sick leave earned during such period? No (If answer to either question is "yes," explain in narrative comments.)

E. Is employee qualified to operate a motor vehicle incidental to his official duties? X Yes ☐ No  
If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use.  
(b) Is physically fit to drive. (c) Past safe-driving record OK or has passed Bureau road test.

ADJECTIVE RATING:

EXCELLENT

Outstanding, Excellent, Satisfactory, Unsatisfactory

EMPLOYEE'S INITIALS

JRN

## NARRATIVE COMMENTS

1. PERSONAL APPEARANCE AND PERSONALITY:

SA NICHOLS makes an excellent personal appearance, always being well groomed and attired in a conservative, professional manner. He has a particularly friendly and pleasing personality, which affords excellent effectiveness in personal contacts.

2. ABILITY TO PARTICIPATE IN RAIDS AND DANGEROUS ASSIGNMENTS:

Although this Agent has not been utilized in raids and dangerous assignments during the rating period, he is considered to be fully qualified for such assignments.

3. LIMITATIONS ON AVAILABILITY; PHYSICAL LIMITATIONS AFFECTING PERFORMANCE; AND SICK LEAVE INFORMATION:

There are no limitations on this Agent's availability, nor are there any physical limitations affecting his performance. He has not taken more sick leave than earned.

4. TYPE OF CASES OR WORK HANDLED AND APPRAISAL OF OVER-ALL PERFORMANCE INCLUDING ABILITY TO HANDLE COMPLICATED INVESTIGATIVE MATTERS AND SUPERVISION REQUIRED:

During the rating period, SA NICHOLS has been assigned primarily complicated-type applicant investigations, and has also handled a limited number of Internal Security type cases. He has displayed an outstanding facility for handling of complicated applicant matters, and has performed in an excellent fashion in the handling of Security investigations. He is a fully experienced and completely capable investigator, who can handle complicated investigative matters most efficiently. SA NICHOLS is a most cooperative, loyal and enthusiastic individual, who has consistently displayed an outstanding attitude toward his work. The work of this Agent has required a very minimum of supervision. The participation of this Agent in the applicant recruiting program has involved contacts with individuals during his regular investigative assignments. The over-all performance of this Agent during the rating period is rated in the upper brackets of excellent.

  
Initials

5. NUMBER OF INCENTIVE AWARDS AND COMMENDATIONS RECEIVED:

None

6. DISCIPLINARY ACTION AND JUSTIFICATION FOR ANY UNSATISFACTORY ITEMS:

(List items taken into consideration on rating guide and check list.)

None

7. PARTICIPATION IN INFORMANT PROGRAMS:

With the assignment of Security investigations, SA NICHOLS is becoming orientated in the development of informants, and as his assignments in this area increase, he will have no difficulty in developing qualified informants.

8. TESTIFYING EXPERIENCE AND ABILITY:

No occasion has arisen for testifying during the rating period; however, he has previously testified as a competent witness.

9. ACCOUNTING INFORMATION:


N/A

10. POLICE INSTRUCTION:

N/A

11. RESIDENT AGENTS:

N/A

  
\_\_\_\_\_  
(Initials)

12. EXPERIENCE AND ABILITY AS INSPECTOR'S AIDE:

N/A

13. FOREIGN LANGUAGE ABILITY:

N/A

Language in which proficient \_\_\_\_\_ .

Completed language school ☐ Yes ☐ No

Fluent in \_\_\_\_\_ language to extent Agent can handle typical investigative problems as follows: (1) Conversation form ☐ Yes ☐ No

(2) Written form ☐ Yes ☐ No

Evaluate language proficiency in each phase as excellent, very good, good, fair or unsatisfactory

<u>Language</u>	<u>Read</u>	<u>Write</u>	<u>Speak</u>	<u>Understand</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Frequency \_\_\_\_\_ language ability used during rating period:

Frequency of use of \_\_\_\_\_ language ability anticipated during ensuing year:

14. ADMINISTRATIVE ADVANCEMENT:

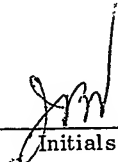
(a) Agent is interested in administrative advancement. ☒ Yes ☐ No

(b) Agent is completely available for administrative advancement. ☒ Yes ☐ No

(c) Agent is considered completely qualified at present for administrative advancement, including experience, ability, personality and appearance. ☒ Yes ☐ No

(d) If answer to (c) is "Yes," Agent's qualifications are considered ☒ very good ☐ excellent ☐ outstanding

(e) If answer to (c) is "No," is Agent considered to have potential for future administrative advancement? (If applicable, explanatory comments required.) ☐ Yes ☐ No

  
Initials



UNITED STATES GOVERNMENT

# Memorandum

TO : Director, FBI Attn. Personnel Section

DATE: May 17, 1966

FROM : SAC, Milwaukee

SUBJECT: J. RICHARD NICHOLS, SA  
MILWAUKEE DIVISION

Enclosed herewith is a special performance rating, containing an Excellent adjective rating for SA NICHOLS, in accordance with Bulet to Milwaukee 2-16-66.

Since arrival in the Milwaukee Division on 3-14-66, he has been handling a high volume of applicant-type investigations, as well as a limited number of security investigations, both of which he has handled in a particularly professional manner. His over-all performance since arrival is considered to be quite excellent. He maintains an outstanding attitude toward his work, and has evidenced a particularly excellent attitude toward the previous administrative action taken against him. He is an employee who is certainly conscientiously applying himself to his assignments. During the period he has been in the Milwaukee Division, he has demonstrated ability as a most capable investigator, whose work needs a minimum of supervision. His facility for handling of paper work is considered excellent.

It is recommended that SA NICHOLS be removed from probationary status.

It is certified that this employee's performance is at an acceptable level of competence.

2 - Bureau (Enc. 1)  
1 - Milwaukee  
JWL:mcs  
(3)

ENCLOSURE

REC-138

67-	87294-327
Searched	Numbered
JUN 17 1966	

mem to call  
JH p 5-20-66

THREE



28

JUN 7 1966

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

## REPORT OF PERFORMANCE RATING

Name of Employee: J. RICHARD NICHOLSWhere Assigned: Milwaukee (Division) (Section, Unit)Official Position Title and Grade: Special Agent, GS-13Rating Period: from 5-18-66 to 7-26-66ADJECTIVE RATING: EXCELLENT  
*Outstanding, Excellent, Satisfactory, Unsatisfactory*Employee's  
Initials  
*JRN*

Rated by:

Signature

Ass't. Special Agent  
in Charge

Title

7-26-66

Date

Reviewed by:

Signature

Title

Date

Rating Approved by:

Signature

Assistant Director

Title

JUL 29 1966

Date

## TYPE OF REPORT

☐ Official  
☐ Annual☒ Administrative  
☐ 60-Day  
☐ 90-Day  
☐ Transfer  
☐ Separation from Service  
☒ Special

67-87274-3218

SEARCHED

1 AUG 2 1966

3-11

# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee J. RICHARD NICHOLS Title Special Agent, GS-13  
Rating Period: from 5-18-66 to 7-26-66

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

### RATE ITEMS AS FOLLOWS:

- + Outstanding (exceeding excellent and deserving of special commendation).  
E Excellent.  
✓ Satisfactory (good or very good).  
- Unsatisfactory.  
O No opportunity to appraise performance during rating period.

### Guide for determining adjective rating:

- "Outstanding" adjective rating requires (A) that all elements be + and (B) that each and every rated element be factually justified by narrative details, including reasons for considering each worthy of Special Commendation and be attached to FD-185a.
- "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
  - Any element rated "Unsatisfactory" must be supported by narrative comments.
  - An official rating of "Unsatisfactory" must be supported in writing stating (1) wherein the performance is unsatisfactory, (2) the facts of the (90-day) prior warning, and (3) the efforts made after the warning to help the employee bring his performance up to a satisfactory level and must be attached to FD-185a.

- |   |   |
|---|---|
| <u>E</u> (1) Personal appearance.   | <u>✓</u> (16) Firearms ability.   |
| <u>E</u> (2) Personality and effectiveness of his personal contacts.  | <u>✓</u> (17) Development of informants and sources of information.   |
| <u>F</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).  | <u>E</u> (18) Reporting ability:  |
| <u>E</u> (4) Physical fitness (including health, energy, stamina).  | <u>+</u> (a) Investigative reports  |
| <u>F</u> (5) Resourcefulness and ingenuity.   | <u>O</u> (b) Summary reports  |
| <u>E</u> (6) Forcefulness and aggressiveness as required.   | <u>E</u> (c) Memos, letters, wires  |
| <u>F</u> (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.   | (Consider: <u>E</u> conciseness; <u>E</u> clarity; <u>E</u> organization; <u>E</u> thoroughness; <u>E</u> accuracy; <u>E</u> adequacy and pertinency of leads; <u>E</u> administrative detail.) |
| <u>+</u> (8) Initiative and the taking of appropriate action on own responsibility.   | <u>O</u> (19) Performance as a witness.   |
| <u>+</u> (9) Planning ability and its application to the work.  | <u>O</u> (20) Executive ability:  |
| <u>E</u> (10) Accuracy and attention to pertinent detail.   | (a) Leadership  |
| <u>+</u> (11) Industry, including energetic, consistent application to duties.  | (b) Ability to handle personnel   |
| <u>+</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control. | (c) Planning  |
| <u>+</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.   | (d) Making decisions  |
| <u>E</u> (14) Investigative ability and results:  | (e) Assignment of work  |
| <u>E</u> (a) Internal security cases  | (f) Training subordinates   |
| <u>O</u> (b) Criminal or general investigative cases  | (g) Devising procedures   |
| <u>O</u> (c) Fugitive cases   | (h) Emotional stability   |
| <u>+</u> (d) Applicant cases  | (i) Promoting high morale   |
| <u>O</u> (e) Accounting cases   | (j) Getting results   |
| <u>E</u> (15) Physical surveillance ability.  | <u>E</u> (21) Ability on raids and dangerous assignments:   |
|   | <u>O</u> (a) As leader  |
|   | <u>E</u> (b) As participant   |
|   | <u>E</u> (22) Organizational interest, such as making of suggestions for improvement.   |
|   | <u>E</u> (23) Ability to work under pressure.   |
|   | <u>E</u> (24) Miscellaneous. Specify and rate:  |
|   | <u>E</u> Dictation ability  |

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.):

### Security, Applicant Squad

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker):

### Investigator

- C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)  
(2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)

D. 1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave (including annual leave or LWOP for illness) during rating period than the amount of sick leave earned during such period? No (If answer to either question is "yes," explain in narrative comments.)

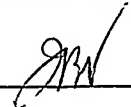
- E. Is employee qualified to operate a motor vehicle incidental to his official duties? ☒ Yes ☐ No  
If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use.  
(b) Is physically fit to drive. (c) Past safe-driving record OK or has passed Bureau road test.

ADJECTIVE RATING:

**EXCELLENT**

EMPLOYEE'S INITIALS

Outstanding, Excellent, Satisfactory, Unsatisfactory



## NARRATIVE COMMENTS

1. PERSONAL APPEARANCE AND PERSONALITY:

SA NICHOLS is always well groomed, attired in a neat, professional manner, and makes an excellent personal appearance. He has a most pleasing, friendly personality, which affords excellent effectiveness in personal contacts.

2. ABILITY TO PARTICIPATE IN RAIDS AND DANGEROUS ASSIGNMENTS:

He has participated in raids and dangerous assignments, and performed in an excellent manner.

3. LIMITATIONS ON AVAILABILITY; PHYSICAL LIMITATIONS AFFECTING PERFORMANCE; AND SICK LEAVE INFORMATION:

There are no limitations on this Agent's availability, nor are there any physical limitations affecting his performance. He has not taken more sick leave than earned.

4. TYPE OF CASES OR WORK HANDLED AND APPRAISAL OF OVER-ALL PERFORMANCE INCLUDING ABILITY TO HANDLE COMPLICATED INVESTIGATIVE MATTERS AND SUPERVISION REQUIRED:

SA NICHOLS has been assigned a high volume of complicated Applicant-type investigations, and has been assigned a limited number of Internal Security type cases. He has handled his assignments in an outstanding fashion, demonstrating outstanding initiative and planning ability in his work, and attaining a level of productivity which is far superior to the average. He is an experienced and completely capable investigator, who can handle complicated investigative matters in a most efficient manner. He is an enthusiastic, dedicated employee, who consistently displays an outstanding attitude toward his work. His work requires a very minimum of supervision. He has participated in the applicant recruiting program through contacts during his regular investigative assignments. The over-all performance of SA NICHOLS is considered to be in the upper brackets of excellent.

  
Initials

5. NUMBER OF INCENTIVE AWARDS AND COMMENDATIONS RECEIVED:

None

6. DISCIPLINARY ACTION AND JUSTIFICATION FOR ANY UNSATISFACTORY ITEMS:

(List items taken into consideration on rating guide and check list.)

None

7. PARTICIPATION IN INFORMANT PROGRAMS:

In the handling of security investigations, SA NICHOLS is becoming orientated in the development of informants, and with additional assignments should have no difficulty in developing qualified informants.

8. TESTIFYING EXPERIENCE AND ABILITY:

No occasion has arisen for testifying during the rating period; however, he has previously testified and has proven to be a very competent witness.

9. ACCOUNTING INFORMATION:

N/A

10. POLICE INSTRUCTION:

N/A

11. RESIDENT AGENTS:

N/A

  
Initials

12. EXPERIENCE AND ABILITY AS INSPECTOR'S AIDE:

N/A

13. FOREIGN LANGUAGE ABILITY:

N/A

Language in which proficient \_\_\_\_\_

Completed language school ☐ Yes ☐ No

Fluent in \_\_\_\_\_ language to extent Agent can handle typical investigative problems as follows: (1) Conversation form ☐ Yes ☐ No

(2) Written form ☐ Yes ☐ No

Evaluate language proficiency in each phase as excellent, very good, good, fair or unsatisfactory

<u>Language</u>	<u>Read</u>	<u>Write</u>	<u>Speak</u>	<u>Understand</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Frequency \_\_\_\_\_ language ability used during rating period:

Frequency of use of \_\_\_\_\_ language ability anticipated during ensuing year:

14. ADMINISTRATIVE ADVANCEMENT:

- (a) Agent is interested in administrative advancement. ☒ Yes ☐ No
- (b) Agent is completely available for administrative advancement. ☒ Yes ☐ No
- (c) Agent is considered completely qualified at present for administrative advancement, including experience, ability, personality and appearance. ☒ Yes ☐ No
- (d) If answer to (c) is "Yes," Agent's qualifications are considered ☒ very good ☐ excellent ☐ outstanding
- (e) If answer to (c) is "No," is Agent considered to have potential for future administrative advancement? (If applicable, explanatory comments required.) ☐ Yes ☐ No

  
Initials

UNITED STATES GOVERNMENT

# Memorandum

TO : Director, FBI Attn. Personnel Section

DATE: July 26, 1966

FROM : SAC, Milwaukee

SUBJECT: J. RICHARD NICHOLS, SA  
MILWAUKEE DIVISION

Enclosed herewith is a special performance rating containing an Excellent adjective rating for SA NICHOLS.

SA NICHOLS continues handling a high volume of applicant-type investigations, as well as security investigations, in an outstanding manner. His over-all performance since arrival is considered to be quite excellent. He continues to maintain an outstanding attitude toward his work, and has evidenced a particularly excellent attitude toward the previous administrative action taken against him. He applies himself diligently to all of his assignments. He is a most capable and thorough investigator, whose work needs a minimum of supervision.

SA NICHOLS was weighed on July 22, 1966, by ASAC [redacted], at which time his weight was found to be 193 lbs. At the time of his last annual physical examination on 9-17-65, his height was recorded as 6 Ft. 2 In., with a large frame. Accordingly, his weight is within desirable limits.

b6  
b7C

It is certified that this employee's performance is at an acceptable level of competence.

It is recommended SA NICHOLS be removed from probationary status.

2 - Bureau (Enc. 1)  
1 - Milwaukee  
JWL:mcs  
(3)

*Memo Adams to Mr. Callahan  
Re: Removal from Prob.  
7-29-66 JWH/mcs*  
**ENCLOSURE**  
*1/10/66*  
**REC-138**

67- [redacted] -329  
Number  
**1 AUG 2 1966**



UNITED STATES GOVERNMENT

# Memorandum

TO : Mr. Callahan

DATE: 7-29-66

FROM : J. B. Adams *JB*

SUBJECT: SA J. RICHARD NICHOLS  
Milwaukee Office  
Appointed SA 8-16-48  
GS-13, \$14,665  
Veteran  
ON PROBATION since 2-16-66  
RE: REMOVAL FROM PROBATION

Tolson \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Mohr \_\_\_\_\_  
Wick \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan ☒ \_\_\_\_\_  
Conrad \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

By letters dated 2-16-66 he was CENSURED, PLACED ON PROBATION and ORDERED TRANSFERRED from Washington Field to Milwaukee for his flagrant disregard of regulations which require that employees immediately advise the Bureau of any situation which could possibly be a source of embarrassment to the Bureau. [redacted] serves as [redacted] of the [redacted] in Washington, D. C., under the name of [redacted]. He was aware of [redacted] problem and had maintained occasional contact with [redacted] since September, 1954. On 3-12-66 he ARRIVED UNDER TRANSFER in the Milwaukee Office.

By memorandum dated 5-20-66 he was CONTINUED ON PROBATION in view of the severity of the action taken against him.

On a special report covering the period 5-18-66 to 7-26-66 he was rated EXCELLENT and comments indicated he has been assigned a high volume of complicated Applicant-type investigations and a limited number of Internal Security type cases. The SAC states SA Nichols has handled his assignments in an outstanding fashion, demonstrating outstanding initiative and planning ability in his work, and attaining a level of productivity which is far superior to the average. He is an experienced and completely capable investigator, who can handle complicated investigative matters in a most efficient manner. His work requires a very minimum of supervision. By separate communication the SAC commented that SA Nichols continues to maintain an outstanding attitude toward his work, and has evidenced a particularly excellent attitude toward the previous administrative action taken against him. The SAC recommended he be removed from probation.

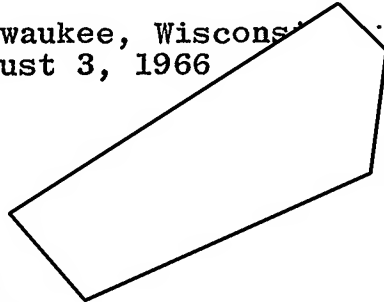
*dar*  
FDH:mlemle  
(3)  
1 - Mr. [redacted]

(OVER)



Mr. Tolson	✓
Mr. DeLoach	✓
Mr. Mohr	✓
Mr. Wick	✓
Mr. Casper	✓
Mr. Callahan	✓
Mr. Conrad	✓
Mr. Felt	✓
Mr. Gale	✓
Mr. Rosen	✓
Mr. Sullivan	✓
Mr. Tavel	✓
Mr. Trotter	✓
Tele. Room	✓
Miss Holmes	✓
Miss Gandy	✓

Milwaukee, Wisconsin  
August 3, 1966



b6  
b7C

Mr. J. Edgar Hoover, Director  
Federal Bureau of Investigation  
U. S. Department of Justice  
Washington, D.C. 20535

Dear Sir:

I am most appreciative and extremely grateful that you have removed me from probationary status. I know you demand the highest standards of integrity and fidelity of every employee, and I have been proud to serve as a Special Agent of the FBI under your guidance.

I am looking forward to continued service under your direction for many years to come.

Sincerely yours,

*J. Richard Nichols*  
J. RICHARD NICHOLS  
Special Agent  
Milwaukee Division

REC-110

~~EXP. PROC.~~

AUG 5 1966 - 34

67-87294-331	
Searched	Numbered 83
10 AUG 9 1966	

3/220

93  
AUG 11 1966

REC-149

August 1, 1966

PERSONAL

Mr. J. Richard Nichols  
Federal Bureau of Investigation  
Milwaukee, Wisconsin

Dear Mr. Nichols:

I am pleased to advise that you are being  
removed from a probationary status.

Sincerely yours,

John Edgar Hoover  
Director

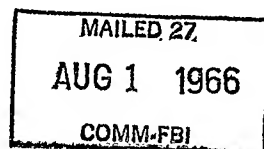
1 - SAC, Milwaukee (Personal Attention)

- 1 - Movement  
1 - Personnel Actions Unit  
1 - Voucher-Statistical Section  
1 - Miss  (Direct)

/MAK  
*mak* (7)

Based on memo J. B. Adams to Mr. Callahan 7-29-66, FDH:mle.

Tolson \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Mohr \_\_\_\_\_  
Wick \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_



MAIL ROOM ☐ TELETYPE UNIT ☐

b6  
b7C

Memo J. B. Adams to Mr. Callahan  
RE: SA J. RICHARD NICHOLS

RECOMMENDATIONS:

- (1) That SA Nichols be removed from probation  
at this time.

*Let. adv. of Removal from Prob.  
dated 8-1-66. /mak.*

*not out*

- (2) The Excellent rating covering the period  
5-18-66 to 7-26-66 stand as submitted.

*not out  
7/29*

*AM*

UNITED STATES GOVERNMENT

# Memorandum

TO : Director, FBI Attn. Personnel Section

DATE: August 4, 1966

FROM : SAC, Milwaukee

SUBJECT: J. RICHARD NICHOLS, SA  
MILWAUKEE DIVISION  
WEEKEND SUPERVISORY DUTY

UACB, SA NICHOLS will be utilized as  
a weekend supervisor in the Milwaukee Office.

2 - Bureau  
1 - Milwaukee  
JWL:mcs  
(3)

OK 8-9-66 JF

REC-136

67-87294-3325	
Searched	Numbered 25
10 AUG 10 1966	



5010-108-01

10 AUG 15 1966 75

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

# REPORT OF MEDICAL EXAMINATION

88-105  
1A-0109-200-7002

1. LAST NAME—FIRST NAME—MIDDLE NAME <b>NICHOLS, J. Richard</b>			2. GRADE AND COMPONENT OR POSITION <b>Special Agent</b>		3. IDENTIFICATION NO. <b>2678</b>				
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State) <b>6904 Terrace Court Milwaukee, Wisconsin 53213</b>			5. PURPOSE OF EXAMINATION <b>Annual</b>		6. DATE OF EXAMINATION <b>16 Sep 66</b>				
7. SEX <b>Male</b>		8. RACE <b>Cau.</b>		9. TOTAL YEARS GOVERNMENT SERVICE MILITARY CIVILIAN <b>27</b>		10. AGENCY <b>FBI</b>		11. ORGANIZATION UNIT <b>MILWAUKEE</b>	
12. DATE OF BIRTH <b>5 Sept 14</b>		13. PLACE OF BIRTH <b>Dickerson, Maryland</b>		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN <div></div> <b>Md.</b>					
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS <b>Naval Hospital, Great Lakes, Illinois</b>				16. OTHER INFORMATION <b>Rel: Protestant</b>					
17. RATING OR SPECIALTY				TIME IN THIS CAPACITY (Total)		LAST SIX MONTHS			

CLINICAL EVALUATION		
NOR- MAL	(Check each item in appropriate column; enter "NE" if not evaluated.)	ABNOR- MAL
<input checked="" type="checkbox"/>	18. HEAD, FACE, NECK, AND SCALP	
<input checked="" type="checkbox"/>	19. NOSE	
<input checked="" type="checkbox"/>	20. SINUSES	
<input checked="" type="checkbox"/>	21. MOUTH AND THROAT	
<input checked="" type="checkbox"/>	22. EARS—GENERAL (Int. & ext. canals) (Auditory acuity under items 70 and 71)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	23. DRUMS (Perforation)	
<input checked="" type="checkbox"/>	24. EYES—GENERAL (Visual acuity and refraction under items 69, 60 and 67)	
<input checked="" type="checkbox"/>	25. OPHTHALMOSCOPIC	
<input checked="" type="checkbox"/>	26. PUPILS (Equality and reaction)	
<input checked="" type="checkbox"/>	27. OCULAR MOTILITY (Associated parallel movements, nystagmus)	
<input checked="" type="checkbox"/>	28. LUNGS AND CHEST (Include breasts)	
<input checked="" type="checkbox"/>	29. HEART (Thrust, size, rhythm, sounds)	
<input checked="" type="checkbox"/>	30. VASCULAR SYSTEM (Varicosities, etc.)	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	31. ABDOMEN AND VISCERA (Include hernia)	
<input checked="" type="checkbox"/>	32. ANUS AND RECTUM (Hemorrhoids, fistulae) (Prostate, if indicated)	
<input checked="" type="checkbox"/>	33. ENDOCRINE SYSTEM	
<input checked="" type="checkbox"/>	34. G-U SYSTEM	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	35. UPPER EXTREMITIES (Strength, range of motion)	
<input checked="" type="checkbox"/>	36. FEET	
<input checked="" type="checkbox"/>	37. LOWER EXTREMITIES (Except feet) (Strength, range of motion)	
<input checked="" type="checkbox"/>	38. SPINE, OTHER MUSCULOSKELETAL	
<input checked="" type="checkbox"/>	39. IDENTIFYING BODY MARKS, SCARS, TATTOOS	
<input checked="" type="checkbox"/>	40. SKIN, LYMPHATICS	
<input checked="" type="checkbox"/>	41. NEUROLOGIC (Equilibrium tests under item 72)	
<input checked="" type="checkbox"/>	42. PSYCHIATRIC (Specify any personality deviation)	
<input checked="" type="checkbox"/>	43. PELVIC (Females only) (Check how done) <input type="checkbox"/> VAGINAL <input type="checkbox"/> RECTAL	

NOTES. (Describe every abnormality in detail. Enter pertinent item number before each comment. Continue in item 73 and use additional sheets if necessary.)

22. Scar R ear lob from previous surgery.

30. Bilateral varicus, lower legs, NCD.

34. Atrophical L testicle 2° to

REC-134

67-87294-333  
Searched \_\_\_\_\_ Numbered \_\_\_\_\_  
5 OCT 3 1966  
THREE

ENCLOSURE

(Continue in item 73)

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively.) O—Restorable teeth I—Nonrestorable teeth X—Missing teeth XXX—Replaced by dentures (6 X 8)—Fixed bridge, brackets to include abutments																		REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES  <b>TYPE III EXAM CLASS I</b>	
R	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	L		
I																	E		
G	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	F		

## LABORATORY FINDINGS

45. URINALYSIS: A. SPECIFIC GRAVITY <b>1.011</b>		46. CHEST X-RAY (Place, date, film number and result) <b>NH#13, GREAT LAKES, ILLINOIS, # 17883-66 PA &amp; LAT CHEST: Negative 16 Sept 66</b>	
B. ALBUMIN <b>Neg.</b>		D. MICROSCOPIC <b>WNL</b>	
C. SUGAR <b>Neg.</b>		49. BLOOD TYPE AND RH FACTOR <b>NA</b>	
47. SEROLOGY (Specify test used and result) <b>VDRL: NON REA.</b>		50. OTHER TESTS <b>WBC: 9600 HCT: 48 HGB: 16.3</b>	

100

# MEASUREMENTS AND OTHER FINDINGS

51. HEIGHT <b>74"</b>		52. WEIGHT <b>192</b>		53. COLOR HAIR <b>Brown</b>		54. COLOR EYES <b>Brown</b>		55. BUILD: <input type="checkbox"/> SLENDER <input type="checkbox"/> MEDIUM <input checked="" type="checkbox"/> HEAVY <input type="checkbox"/> OBESE			56. TEMPERATURE <b>98.6</b>																													
57. BLOOD PRESSURE (Arm at heart level)						58. PULSE (Arm at heart level)																																		
A. SITTING SYS. <b>126</b> DIAS. <b>80</b>		B. RECUMBENT SYS. DIAS. <b>80</b>		C. STANDING (3 min.) SYS. DIAS. <b>80</b>		A. SITTING <b>76</b>		B. AFTER EXERCISE		C. 2 MIN. AFTER		D. RECUMBENT																												
59. DISTANT VISION						60. REFRACTION			61. NEAR VISION																															
RIGHT 20/ <b>20</b>		CORR. TO 20/ <b>20</b>		BY <b>Plano</b>		S. <b>OX</b>		J-4@14" CORR. TO J-1@14" BY <b>+1.50</b>																																
LEFT 20/ <b>20</b>		CORR. TO 20/ <b>20</b>		BY <b>Plano</b>		S. <b>-1.00</b>		OX <b>87</b>		J-4@14" CORR. TO J-1@14" BY <b>+1.50</b>																														
62. HETEROPHORIA (Specify distance)																																								
ES°		EX°		R. H.		L. H.		PRISM DIV.		PRISM CONV. CT																														
63. ACCOMMODATION				64. COLOR VISION (Test used and result)				65. DEPTH PERCEPTION (Test used and score)		UNCORRECTED																														
RIGHT LEFT				<b>Passed HRR Plates</b>						CORRECTED																														
66. FIELD OF VISION				67. NIGHT VISION (Test used and score)				68. RED LENS TEST		69. INTRAOCULAR TENSION																														
70. HEARING				71. I.S.O. AUDIOMETER						72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score)																														
RIGHT WV		/15 SV		/15		<table border="1"> <tr> <td></td> <td>250 256</td> <td>500 512</td> <td>1000 1024</td> <td>2000 2048</td> <td>3000 2896</td> <td>4000 4096</td> <td>6000 6144</td> <td>8000 8192</td> </tr> <tr> <td>RIGHT</td> <td>0</td> <td>0</td> <td>5</td> <td>10</td> <td></td> <td>35</td> <td></td> <td>25</td> </tr> <tr> <td>LEFT</td> <td>0</td> <td>0</td> <td>0</td> <td>15</td> <td></td> <td>35</td> <td></td> <td>50</td> </tr> </table>							250 256	500 512	1000 1024	2000 2048	3000 2896	4000 4096	6000 6144	8000 8192	RIGHT	0	0	5	10		35		25	LEFT	0	0	0	15		35		50		
	250 256	500 512	1000 1024	2000 2048	3000 2896	4000 4096	6000 6144	8000 8192																																
RIGHT	0	0	5	10		35		25																																
LEFT	0	0	0	15		35		50																																
LEFT WV		/15 SV		/15																																				

73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY

(Use additional sheets if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)

76. A. PHYSICAL PROFILE					
P	U	L	H	E	S

77. EXAMINEE (Check)

A. ☒ IS QUALIFIED FOR **FBI Annual Physical.**  
B. ☐ IS NOT QUALIFIED FOR

B. PHYSICAL CATEGORY

78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER

A	B	C	E

79. TYPED OR PRINTED NAME OF PHYSICIAN

**LT MC USNR**

SIGNATURE

80. TYPED OR PRINTED NAME OF PHYSICIAN

SIGNATURE

81. TYPED OR PRINTED NAME OF DENTIST OR PHYSICIAN (Indicate which)

**LT DC USNR**

SIGNATURE

82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY

SIGNATURE

NUMBER OF ATTACHED SHEETS

b6

b7C

b6

b7C

# REPORT OF MEDICAL HISTORY

THIS INFORMATION IS FOR OFFICIAL USE ONLY AND WILL NOT BE RELEASED TO UNAUTHORIZED PERSONS

1. LAST NAME—FIRST NAME—MIDDLE NAME <b>NICHOLS, J. RICHARD</b>		2. GRADE AND COMPONENT OR POSITION <b>SA</b>		3. IDENTIFICATION NO.	
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)		5. PURPOSE OF EXAMINATION <b>ANNUAL PHYSICAL</b>		6. DATE OF EXAMINATION	
7. SEX	8. RACE	9. TOTAL YRS. GOVT. SERVICE MILITARY CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE <b>FBI</b>		11. ORGANIZATION UNIT <b>MILWAUKEE</b>
12. DATE OF BIRTH <b>9-5-14</b>		13. PLACE OF BIRTH		14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN	
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS <b>USNH #13</b>				16. OTHER INFORMATION <b>PROTESTANT</b>	
17. STATEMENT OF EXAMINEE'S PRESENT HEALTH IN OWN WORDS. (Follow by description of past history, if complaint exists)					

**GOOD**

18. FAMILY HISTORY					19. HAS ANY BLOOD RELATION (Parent, brother, sister, other) OR HUSBAND OR WIFE:			
RELATION	AGE	STATE OF HEALTH	IF DEAD, CAUSE OF DEATH	AGE AT DEATH	YES	NO	(Check each item)	RELATION(S)
FATHER			<b>CANCER</b>	<b>90</b>	<input checked="" type="checkbox"/>		HAD TUBERCULOSIS	<b>BROTHER</b>
MOTHER			<b>HEART ATTACK</b>	<b>61</b>		<input checked="" type="checkbox"/>	HAD SYPHILIS	
SPOUSE		<b>Good</b>				<input checked="" type="checkbox"/>	HAD DIABETES	
	<b>64</b>	<b>FAIR</b>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HAD CANCER	<b>FATHER</b>
BROTHERS	<b>62</b>	<b>FAIR</b>				<input checked="" type="checkbox"/>	HAD KIDNEY TROUBLE	
AND	<b>60</b>	<b>Good</b>			<input checked="" type="checkbox"/>		HAD HEART TROUBLE	<b>MOTHER</b>
SISTERS	<b>58</b>	<b>Good</b>				<input checked="" type="checkbox"/>	HAD STOMACH TROUBLE	
	<b>54</b>	<b>Good</b>				<input checked="" type="checkbox"/>	HAD RHEUMATISM (Arthritis)	
CHILDREN		<b>Good</b>				<input checked="" type="checkbox"/>	HAD ASTHMA, HAY FEVER, HIVES	
		<b>Good</b>				<input checked="" type="checkbox"/>	HAD EPILEPSY (Fits)	
						<input checked="" type="checkbox"/>	COMMITTED SUICIDE	
						<input checked="" type="checkbox"/>	BEEN INSANE	

20. HAVE YOU EVER HAD OR HAVE YOU NOW (Place check at left of each item)

YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)	YES	NO	(Check each item)
<input checked="" type="checkbox"/>		SCARLET FEVER, ERYSIPELAS	<input checked="" type="checkbox"/>		GOITER	<input checked="" type="checkbox"/>		TUMOR, GROWTH, CYST, CANCER	<input checked="" type="checkbox"/>		"TRICK" OR LOCKED KNEE
<input checked="" type="checkbox"/>		DIPHTHERIA	<input checked="" type="checkbox"/>		TUBERCULOSIS	<input checked="" type="checkbox"/>		RUPTURE	<input checked="" type="checkbox"/>		FOOT TROUBLE
<input checked="" type="checkbox"/>		RHEUMATIC FEVER	<input checked="" type="checkbox"/>		SOAKING SWEATS (Night sweats)	<input checked="" type="checkbox"/>		APPENDICITIS	<input checked="" type="checkbox"/>		NEURITIS
<input checked="" type="checkbox"/>		SWOLLEN OR PAINFUL JOINTS	<input checked="" type="checkbox"/>		ASTHMA	<input checked="" type="checkbox"/>		PILES OR RECTAL DISEASE	<input checked="" type="checkbox"/>		PARALYSIS (Inc. infantile)
<input checked="" type="checkbox"/>		MUMPS	<input checked="" type="checkbox"/>		SHORTNESS OF BREATH	<input checked="" type="checkbox"/>		FREQUENT OR PAINFUL URINATION	<input checked="" type="checkbox"/>		EPILEPSY OR FITS
<input checked="" type="checkbox"/>		WHOOPING COUGH	<input checked="" type="checkbox"/>		PAIN OR PRESSURE IN CHEST	<input checked="" type="checkbox"/>		KIDNEY STONE OR BLOOD IN URINE	<input checked="" type="checkbox"/>		CAR, TRAIN, SEA, OR AIR SICKNESS
<input checked="" type="checkbox"/>		FREQUENT OR SEVERE HEADACHE	<input checked="" type="checkbox"/>		CHRONIC COUGH	<input checked="" type="checkbox"/>		SUGAR OR ALBUMIN IN URINE	<input checked="" type="checkbox"/>		FREQUENT TROUBLE SLEEPING
<input checked="" type="checkbox"/>		DIZZINESS OR FAINTING SPELLS	<input checked="" type="checkbox"/>		PALPITATION OR POUNDING HEART	<input checked="" type="checkbox"/>		BOILS	<input checked="" type="checkbox"/>		FREQUENT OR TERRIFYING NIGHTMARES
<input checked="" type="checkbox"/>		EYE TROUBLE	<input checked="" type="checkbox"/>		HIGH OR LOW BLOOD PRESSURE	<input checked="" type="checkbox"/>		VENEREAL DISEASE	<input checked="" type="checkbox"/>		DEPRESSION OR EXCESSIVE WORRY
<input checked="" type="checkbox"/>		EAR, NOSE OR THROAT TROUBLE	<input checked="" type="checkbox"/>		CRAMPS IN YOUR LEGS	<input checked="" type="checkbox"/>		RECENT GAIN OR LOSS OF WEIGHT	<input checked="" type="checkbox"/>		LOSS OF MEMORY OR AMNESIA
<input checked="" type="checkbox"/>		RUNNING EARS	<input checked="" type="checkbox"/>		FREQUENT INDIGESTION	<input checked="" type="checkbox"/>		ARTHRITIS OR RHEUMATISM	<input checked="" type="checkbox"/>		BED WETTING
<input checked="" type="checkbox"/>		CHRONIC OR FREQUENT COLDS	<input checked="" type="checkbox"/>		STOMACH, LIVER OR INTESTINAL TROUBLE	<input checked="" type="checkbox"/>		BONE, JOINT, OR OTHER DEFORMITY	<input checked="" type="checkbox"/>		NERVOUS TROUBLE OF ANY SORT
<input checked="" type="checkbox"/>		SEVERE TOOTH OR GUM TROUBLE	<input checked="" type="checkbox"/>		GALL BLADDER TROUBLE OR GALL STONES	<input checked="" type="checkbox"/>		LAMENESS	<input checked="" type="checkbox"/>		ANY DRUG OR NARCOTIC HABIT
<input checked="" type="checkbox"/>		SINUSITIS	<input checked="" type="checkbox"/>		JAUNDICE	<input checked="" type="checkbox"/>		LOSS OF ARM, LEG, FINGER, OR TOE	<input checked="" type="checkbox"/>		EXCESSIVE DRINKING HABIT
<input checked="" type="checkbox"/>		HAY FEVER	<input checked="" type="checkbox"/>		ANY REACTION TO SERUM, DRUG OR MEDICINE <b>PENICILLIN</b>	<input checked="" type="checkbox"/>		PAINFUL OR "TRICK" SHOULDER OR ELBOW	<input checked="" type="checkbox"/>		HOMOSEXUAL TENDENCIES

21. HAVE YOU EVER (Check each item)

<input checked="" type="checkbox"/>	WORN GLASSES	<input checked="" type="checkbox"/>	ATTEMPTED SUICIDE
<input checked="" type="checkbox"/>	WORN AN ARTIFICIAL EYE	<input checked="" type="checkbox"/>	BEEN A SLEEP WALKER
<input checked="" type="checkbox"/>	WORN HEARING AIDS	<input checked="" type="checkbox"/>	LIVED WITH ANYONE WHO HAD TUBERCULOSIS
<input checked="" type="checkbox"/>	STUTTERED OR STAMMERED	<input checked="" type="checkbox"/>	COUGHED UP BLOOD
<input checked="" type="checkbox"/>	WORN A BRACE OR BACK SUPPORT	<input checked="" type="checkbox"/>	BLED EXCESSIVELY AFTER INJURY OR TOOTH EXTRACTION

22. FEMALES ONLY: A. HAVE YOU EVER—

<input checked="" type="checkbox"/>	BEEN PREGNANT
	HAD A VAGINAL DISCHARGE
	BEEN TREATED FOR A FEMALE DISORDER
	HAD PAINFUL MENSTRUATION
	HAD IRREGULAR MENSTRUATION

B. COMPLETE THE FOLLOWING:

AGE AT ONSET OF MENSTRUATION
INTERVAL BETWEEN PERIODS
DURATION OF PERIODS
DATE OF LAST PERIOD
QUANTITY: <input type="checkbox"/> NORMAL <input type="checkbox"/> EXCESSIVE <input type="checkbox"/> SCANTY

23. HOW MANY JOBS HAVE YOU HAD IN THE PAST THREE YEARS?

**1**

24. WHAT IS THE LONGEST PERIOD YOU HELD ANY OF THESE JOBS?

**27 YEARS**

25. WHAT IS YOUR USUAL OCCUPATION?

**SA**

26. ARE YOU (Check one)

☒ RIGHT HANDED ☐ LEFT HANDED

ENCLOSURE

67-87294-333

YES	NO	CHECK EACH ITEM YES OR NO. EVERY ITEM CHECKED "YES" MUST BE FULLY EXPLAINED IN BLANK SPACE ON RIGHT
		27. HAVE YOU BEEN UNABLE TO HOLD A JOB BECAUSE OF:
✓		A. SENSITIVITY TO CHEMICALS, DUST, SUNLIGHT, ETC.
✓		B. INABILITY TO PERFORM CERTAIN MOTIONS
✓		C. INABILITY TO ASSUME CERTAIN POSITIONS
✓		D. OTHER MEDICAL REASONS (If yes, give reasons)
		28. HAVE YOU EVER WORKED WITH RADIOACTIVE SUBSTANCE?
✓		29. DID YOU HAVE DIFFICULTY WITH SCHOOL STUDIES OR TEACHERS? (If yes, give details)
✓		30. HAVE YOU EVER BEEN REFUSED EMPLOYMENT BECAUSE OF YOUR HEALTH? (If yes, state reason and give details)
✓		31. HAVE YOU EVER BEEN DENIED LIFE INSURANCE? (If yes, state reason and give details)
✓		32. HAVE YOU HAD, OR HAVE YOU BEEN ADVISED TO HAVE, ANY OPERATIONS? (If yes, describe and give age at which occurred)
		33. HAVE YOU EVER BEEN A PATIENT (committed or voluntary) IN A MENTAL HOSPITAL OR SANATORIUM? (If yes, specify when, where, why, and name of doctor, and complete address of hospital or clinic)
✓		34. HAVE YOU EVER HAD ANY ILLNESS OR INJURY OTHER THAN THOSE ALREADY NOTED? (If yes, specify when, where, and give details)
✓		35. HAVE YOU CONSULTED OR BEEN TREATED BY CLINICS, PHYSICIANS, HEALERS, OR OTHER PRACTITIONERS WITHIN THE PAST 5 YEARS? (If yes, give complete address of doctor, hospital, clinic, and details)
✓		36. HAVE YOU TREATED YOURSELF FOR ILLNESSES OTHER THAN MINOR COLD? (If yes, which illnesses)
✓		37. HAVE YOU EVER BEEN REJECTED FOR MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date and reason for rejection)
✓		38. HAVE YOU EVER BEEN DISCHARGED FROM MILITARY SERVICE BECAUSE OF PHYSICAL, MENTAL, OR OTHER REASONS? (If yes, give date, reason, and type of discharge: whether honorable, other than honorable, for unfitness or unsuitability)
✓		39. HAVE YOU EVER RECEIVED, IS THERE PENDING, HAVE YOU APPLIED FOR, OR DO YOU INTEND TO APPLY FOR PENSION OR COMPENSATION FOR EXISTING DISABILITY? (If yes, specify what kind, granted by whom, and what amount, when, why)

SKIN CANCER ON RIGHT EAR

I CERTIFY THAT I HAVE REVIEWED THE FOREGOING INFORMATION SUPPLIED BY ME AND THAT IT IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.  
I AUTHORIZE ANY OF THE DOCTORS, HOSPITALS, OR CLINICS MENTIONED ABOVE TO FURNISH THE GOVERNMENT A COMPLETE TRANSCRIPT OF MY MEDICAL RECORD FOR PURPOSES OF PROCESSING MY APPLICATION FOR THIS EMPLOYMENT OR SERVICE.

TYPED OR PRINTED NAME OF EXAMINEE

J. RICHARD NICHOLS

SIGNATURE

J. Richard Nichols

40. PHYSICIAN'S SUMMARY AND ELABORATION OF ALL PERTINENT DATA (Physician shall comment on all positive answers in items 20 thru 39)

mumps & pertussis in childhood - uncomplicated -  
epithelioma on right ear - treated - healed  
basal cell  
Allergic to penicillin

TYPED OR PRINTED NAME OF PHYSICIAN OR EXAMINER

DATE

SIGNATURE

NUMBER OF ATTACHED SHEETS



Attachment to Standard Form 88, Report of Medical Examination  
For Information and Guidance of Medical Examiner

Name of Examinee NICHOLS, J. RICHARD  
(Type or print) Last First Middle

The following portions of the attached examination report form need not be completed:

2	14	68
3	17	69
4	62	72
9	65	76
11	67	

46. Is necessary unless facilities for affording same are not readily available.
48. Not required unless examinee is over 35 years of age or examination indicates such is desirable.
49. Is necessary unless facilities for affording same are not readily available.
71. Audiometer examinations should be afforded whenever possible for all Special Agent applicants and Special Agents. Applicants for the Special Agent position will not be accepted if the hearing loss exceeds a 15 decibel average in each ear in the conversational speech range (500, 1000, 2000 cycles).

**For All Examinees, Whether Clerical or Special Agent Applicants or Employees:**

*The medical examiner should answer the following question:*

Examinee ☒ is ☐ is not qualified for strenuous physical exertion.

**To be Answered in the Case of All Male Employees and Male Applicants:**

- Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?  
☒ No ☐ Yes If "yes" please specify defects. \_\_\_\_\_
- Does examinee have any defects prohibiting safe operation of motor vehicles?  
☒ No ☐ Yes If "yes" please specify defects. \_\_\_\_\_
- For safe driving of motor vehicles, Civil Service Commission requires distant vision must test at least 20/40 in one eye and 20/100 in the other, corrected or uncorrected. Should examinee wear corrective glasses while operating a motor vehicle? ☐ Yes ☒ No  
If recommendation is based on a factor other than above standard, indicate basis \_\_\_\_\_

ENCLOSURE

67-87297-33

Desirable Weight Ranges for Males

REC'D - ADMIN. DIV.  
FBI

Height	Small Frame	Medium Frame	Large Frame
5' 4"	117 - 125	123 - 135	131 - 148
5' 5"	120 - 129	126 - 139	134 - 152
5' 6"	124 - 133	130 - 143	138 - 157
5' 7"	128 - 137	134 - 148	143 - 162
5' 8"	132 - 141	138 - 152	147 - 166
5' 9"	136 - 146	142 - 156	151 - 170
5' 10"	140 - 150	146 - 161	155 - 175
5' 11"	144 - 154	150 - 166	160 - 180
6'	148 - 158	154 - 171	164 - 185
6' 1"	152 - 163	158 - 176	169 - 190
6' 2"	156 - 167	163 - 181	174 - 195
6' 3"	160 - 171	168 - 186	178 - 200
6' 4"	169 - 180	178 - 196	188 - 210
6' 5"	174 - 185	182 - 202	192 - 216

3. Examinee's frame is ☐ small ☐ medium ☒ large
4. Considering above weight table, the examinee's frame, and other individual physical characteristics, I consider his present weight ☒ Satisfactory ☐ Excessive ☐ Deficient
5. Under proper medical supervision, examinee should ☐ lose \_\_\_\_\_ pounds  
☐ gain \_\_\_\_\_ pounds

Remarks: \_\_\_\_\_

(Signature of Medical Examiner)

(Date)

16 Sept 66

b6  
b7C

UNITED STATES GOVERNMENT

# Memorandum

TO : W. C. Sullivan *WCS/pn*

DATE: 12/14/66

FROM :

SUBJECT: SPECIAL AGENT J. RICHARD NICHOLS  
Milwaukee Office  
Veteran

EOD Clerk 4/24/36; Resigned 4/23/38;  
Reinstated 7/1/38 Clerk; Military Leave  
from 7/14/43 to 2/11/46; Last EOD as SA  
8/16/48; GS-13; \$14,665

Tolson \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Mohr \_\_\_\_\_  
Wick \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

On 12/14/66, Mr. [redacted] (National Academy),  
Office of the Provost Marshal General, Department of the  
Army, furnished Liaison the attached Army report setting  
forth information furnished Army by a female Army source  
indicating captioned individual's [redacted]  
is [redacted] and is the [redacted] of a  
Washington-based [redacted] organization. The attached  
report indicates that Army's source visited [redacted]  
apartment on 11/25/66 during which visit  
[redacted] received a telephone call. The man who called was  
reportedly an editor who was doing a story about [redacted].  
During the call, Army's source overheard [redacted] state that  
he wanted the editor to use the name [redacted] or  
[redacted] rather than his true name, because [redacted]  
[redacted] associated with the FBI [redacted]

SA Nichols' file shows that we were previously  
aware of the fact [redacted] As a matter  
of fact, SA Nichols was the subject of severe administrative  
action and by letter dated 2/16/66 was censured, placed on  
probation, and transferred to Milwaukee for failure to inform  
the Bureau of the fact [redacted]

[redacted] and was a member of the  
[redacted] an organization [redacted] in  
Washington, D. C. Agent Nichols' file shows [redacted] has  
written articles for [redacted] under the  
alias of [redacted]

1 - 67-87294

PDP:jad  
(9)

1 - Mr. DeLoach  
1 - Mr. Wick  
1 - Mr. Mohr  
1 - Mr. Callahan

Enc.

1 - Mr. Sullivan  
1 - Liaison  
1 - P. D. Putnam

CONTINUED - OVER

137

Memorandum to W. C. Sullivan

From [redacted]

RE: SPECIAL AGENT J. RICHARD NICHOLS, etc.

b6  
b7C

SA Nichols, when questioned concerning this matter in February of this year, pointed out that [redacted] SA Nichols by his [redacted] and that [redacted] at the time, was [redacted] By letter 8/1/66, SA Nichols was removed from a probationary status.

b6  
b7C

ACTION:

Above submitted for information purposes to record fact that Army is aware of fact SA J. Richard Nichols' [redacted]

b6  
b7C

*WCS*  
*[Signature]*

REC-141

SAC, Milwaukee F.O.

November 14, 1966

Director, FBI

PERSONAL ATTENTION

**BUREAU APPLICANTS - Clerical**

Reference Milwaukee letter dated November 4, 1966, setting forth list of Special Agents recommended as qualified to interview clerical applicants.

Bureau authority is given to utilize services of Special Agents listed in referenced communication, to interview clerical applicants, with the exception of SA J. Richard Nichols, who should not be used in this capacity at this time.

JJO:dir

(4)

NOTE: SA J. Richard Nichols was subject of severe administrative action and by letter dated 2/16/66, he was censured, placed on probation, and transferred to Milwaukee for failure to inform the Bureau of information relating to a personal matter involving himself and [redacted]. Specifically, [redacted]

[redacted] was a [redacted] had been [redacted] and was a member of [redacted] an organization [redacted] in Washington, D. C. [redacted] has written articles [redacted] magazines under an alias of [redacted]. By letter dated August 1, 1966, SA Nichols was removed from a probationary status.

MAILED 6

NOV 14 1966

COMM-FBI

NOV 21 1966

MAIL ROOM ☒ TELETYPE UNIT ☐

Tolson \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Mohr \_\_\_\_\_  
Wick \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

UNITED STATES GOVERNMENT

# Memorandum

TO : Director, FBI

DATE: November 4, 1966

FROM : SAC, Milwaukee *F.O.*

SUBJECT: BUREAU APPLICANTS - Clerical

The following is a current list of Special Agents in the Milwaukee Division who are considered qualified to interview clerical applicants and are deemed necessary to efficiently carry out the applicant recruiting program:

[redacted] SRA, Appleton, Wis. *OK*  
ASRA, " " *file reviewed OK*

b6  
b7C

Thomas J. ~~X~~Graham, SRA, Eau Claire, Wis. *OK*  
John W. ~~X~~Schaller, ASRA, " " *OK*

Edward E. Converse, SRA, Green Bay, Wis. *file reviewed OK*  
[redacted] ASRA, " " *OK*

[redacted] ASRA, Kenosha, Wis. *OK*  
[redacted] RA, " " *OK*

James E. ~~X~~McArdle, SRA, LaCrosse, Wis. *OK*

Eldon J. ~~X~~Mueller, SRA, Madison, Wis. *OK*  
[redacted] ASRA, " " *file reviewed OK*

Clifford E. ~~X~~Huhta, SRA, Superior, Wis. *OK*

John T. ~~X~~McCarrier, SRA, Wausau, Wis. *OK*  
[redacted] ASRA, " " *OK*

[redacted] SA, Headquarters *OK*  
" " *OK*  
Russell D. ~~X~~Jones, " " *OK*  
J. Richard ~~X~~Nichols, " " *OK*  
[redacted] " " *OK*

67-401-2030	
Searched	Numbered
5 NOV 15 1966 41	

UACB, the above Agents will be used to interview and test clerical applicants.

*18c7C*

2 - Bureau  
1 - Milwaukee (67-0)

EGB:mcs  
(3)



5010-108-01

*Ltr to  
SAC, Milwaukee  
11-14-66*



b6  
b7C

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

UNITED STATES GOVERNMENT

# Memorandum

TO : Director, FBI

DATE: 10/31/66

FROM : SAC, Milwaukee (66-922)

Attn: Personnel Section

SUBJECT: KENOSHA RESIDENT AGENCY  
MILWAUKEE OFFICE  
REPLACEMENT FOR SENIOR RESIDENT AGENT

ReBulet 10/20/66 transferring SA CHARLES F. AHERN, SRA, Kenosha, Wis., to Boston, Mass. SA AHERN will depart on transfer 11/11/66.

X-✓  
The Kenosha RA is a 4-man RA covering the Counties of Kenosha, Racine and Walworth in the southeastern area of Wis. As of 8/1/66 there were 121 cases and 28 leads assigned in Kenosha, a total of 149 pending investigative matters, equaling 37.3 pending matters per agent, based on 4 agents. The work load has continued to increase in Kenosha and as of 10/25/66 there were 144 cases and 27 leads assigned, a total of 171 investigative matters, which is an average of 42.3 pending investigative matters per agent, based on a complement of 4 agents. Since the complement was increased to 4 men earlier in 1966, a more favorable picture has developed in this area from the standpoint of case development, statistics and informant development. Likewise, the development of criminal intelligence program information has noticeably improved. The work load and other responsibilities in the Kenosha RA territory definitely justify continuance of the 4-man complement and, accordingly, SRA AHERN must be replaced.

A careful review has been made of agent personnel assigned to Milwaukee Office in connection with a needed replacement for SA AHERN. SA [REDACTED], ASRA, has been considered. While SA [REDACTED] is a competent agent, handles his investigative assignments well and has handled the responsibilities of ASRA in a competent manner, SAC, Milwaukee, does not feel that SA [REDACTED] is qualified at the present time from the standpoint of experience and leadership ability, to take over the responsibilities of SRA in a 4-man RA.

b6  
b7c

Careful consideration has been given the personnel in Milwaukee Office in connection with the needed replacement for SRA AHERN. This analysis noted that the experienced agents in headquarters city who would otherwise qualify

REC-146

401-2029  
24

②-Bureau  
2-Milwaukee (66-922)  
PHF:mk B  
(4)

2 BC XEROX

NOV 18 1966

THREE



MI 66-922

for SRA at Kenosha, are either under current administrative action or have recently been on probation, are full-time security agents or accountants, or are otherwise assigned in a specialized capacity such as coordinator of police training, sound agent, agent in charge of office firearms training, or are individuals who do not desire to advance. The nature of the work in the Kenosha-Racine territory would not justify a full-time security-trained agent nor an accountant. Considering the possibilities in Ras, analysis noted that those agents not currently assigned as SRAs, who would qualify for SRA at Kenosha, are individuals who have attained retirement age and longevity, and/or do not desire to advance. The only second office agents currently among the Milwaukee complement do not qualify for the Kenosha SRA position from the standpoint of experience.

SA J. RICHARD NICHOLS, has DOB 9/5/14; EOD as clerk 4/24/36, and EOD as SA 8/16/48. He EOD Milwaukee 3/14/66 in probationary status from which he was removed by Bulet 8/1/66. SA NICHOLS is an extremely experienced agent, who is familiar with the handling of security, applicant and criminal investigations. He has handled a high volume of work since transferring to Milwaukee and has carried out his responsibilities in a highly excellent manner. He exhibits an outstanding attitude toward his work, is most capable and thorough in his investigations, including the most complicated matters, and possesses apparent administrative ability. He is interested in administrative advancement, is available for same and is considered completely qualified in this regard. He has handled various liaison contacts with police officials in the greater Milwaukee area and has carried out these assignments in a highly competent and productive manner. SA NICHOLS has also performed competently as a weekend supervisor in Milwaukee Office and has been effectively utilized in providing guidance and training to new agents. Despite his seniority, his responsibilities are consistently met with enthusiasm and a conscientious approach. He is considered well qualified to handle the responsibilities of SRA at Kenosha.

It is recognized that SA NICHOLS was the subject of severe administrative action within the past year as a result of actions in another office, involving judgment in a personal situation. It is believed, however, that SA NICHOLS has definitely improved in regard to this characteristic and that such former weakness no longer exists. He is a



MI 66-922

well-rounded, capable and loyal agent and is considered to be deserving of the opportunity to serve as SRA in Kenosha.

Accordingly, it is recommended that SA NICHOLS be approved to replace SA AHERN in this capacity.

As of 10/31/66 SA NICHOLS weighs 191 lbs, with large frame, is 74 inches tall and is, accordingly, within desirable weight limits.

SAC, Milwaukee, strongly feels that the assignment of SA NICHOLS as SRA at Kenosha is merited, based on his experience, indicated administrative capability, desire to advance and his general over-all competence. In the event the Bureau, however, feels the administrative action re SA NICHOLS falls in the too recent past, it is recommended, in view of circumstances set forth earlier as to the nature of personnel complement, that consideration be given to transfer into Milwaukee of an experienced agent, qualified to serve as SRA at Kenosha. It is noted that SA [ ] has resigned to enter non-Government business, effective 11/3/66, and the continuing high work load of the Milwaukee Office requires that SA [ ] be replaced. In the event an experienced agent is available, same could be well utilized in SA AHERN's assignment at Kenosha.

b6  
b7C

SAC, Milwaukee (66-922)

11-3-66

Director, FBI

PERSONAL ATTENTION

**KENOSHA RESIDENT AGENCY  
MILWAUKEE DIVISION**

Reurlet 10-31-66 in which you recommended SA J. Richard Nichols be transferred to Kenosha, Wisconsin, as Senior Resident Agent to replace Senior Resident Agent who has been transferred to another division.

SA Nichols is not approved for this assignment in view of recent administrative action taken against him. In considering agents assigned at headquarters city for this replacement, you indicated you did not consider individuals who do not desire to advance. For your information, this is not a prerequisite for a resident agency assignment and you should therefore promptly recommend a qualified headquarters city agent for this position.

FRP:jr

(6)

1 - Personnel File of SA J. Richard Nichols

1 - Personnel File of SA [REDACTED]

b6  
b7C

NOTE: SAC, Milwaukee has recommended SA Nichols as a replacement for SRA at Kenosha who has been transferred. He said while ASRA [REDACTED] handles his assignments and responsibilities in a competent manner, he does not feel [REDACTED] is presently qualified from the standpoint of experience and leadership ability to assume responsibilities as SRA in this 4-man resident agency. He said he has no one in headquarters city other than SA Nichols who was qualified and available for this SRA assignment; however, he did not consider individuals who do not desire to advance.

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SA Nichols EOD as SA 8-16-48 and is in Grade GS 13, \$14,665. On 2-16-66 he was censured, placed on probation and ordered under transfer from Washington Field Office to Milwaukee Office for failure to advise Bureau that

[REDACTED] had been [REDACTED] was [REDACTED] an organization [REDACTED] in Washington, D. C. and that [REDACTED] wrote articles for [REDACTED] magazines. He was removed from probation 8-1-66.

b6  
b7C

SA [REDACTED] EDD 11-26-62 and is in Grade GS 11, \$10,166. He has been assigned at Kenosha Resident Agency since 11-29-65 and was designated ASRA there 2-9-66, his services in this regard being satisfactory with no censures or commendations. 56

b6  
b7C

DUPLICATE  
1071



**UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION**

*In Reply, Please Refer to  
File No.*

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C. 20535

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by Check - Money Order) the sum of \$10, payable to S.A.I.F., to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

**EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU**

Official Bureau Name (please type or print)	Date	Office of Assignment (or SOG Division)
SA <i>J. RICHARD NICHOLS</i>	<i>10/7/66</i>	<i>MILWAUKEE</i>

The following person is designated as my beneficiary for Special Agents Insurance Fund:

Name (primary beneficiary; use given first name if female)	Relationship	
[Redacted]	<i>WIFE</i>	b6
Address		b7C
[Redacted]	<i>MARYLAND (20906)</i>	
Name (contingent beneficiary; use given first name if female)	Relationship	
[Redacted]	<i>DAUGHTER</i>	
Address		
[Redacted]	<i>MARYLAND (20906)</i>	

Do you desire to designate the above-listed beneficiaries as the beneficiary and contingent beneficiary respectively of the Chas. S. Ross Fund as well? ☒ Yes ☐ No If not, the entire following portion must be executed.

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name (primary beneficiary; use given first name if female)	Relationship
Address	
Name (contingent beneficiary, if desired; use given first name if female)	Relationship
Address	

Very truly yours,

*J. Richard Nichols*  
Special Agent

FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

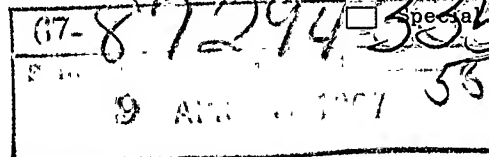
## REPORT OF PERFORMANCE RATING

Name of Employee: J. RICHARD NICHOLSWhere Assigned: Milwaukee  
(Division) (Section, Unit)Official Position Title and Grade: Special Agent GS-13Rating Period: from 4/1/66 to 3/31/67ADJECTIVE RATING: Excellent  
Outstanding, Excellent, Satisfactory, UnsatisfactoryEmployee's  
Initials  
JRNRated by: [Redacted] Asst. Special Agent in Charge 3/31/67  
Signature Title DateReviewed by: Paul H. Fields, Jr. Special Agent in Charge 3/31/67  
Signature Title DateRating Approved by: [Redacted] Assistant Director APR 17 1967  
Signature Title Date

## TYPE OF REPORT

☒ Official  
☒ Annual☐ Administrative  
☐ 60-Day  
☐ 90-Day  
☐ Transfer  
☐ Separation from Service  
☐ Special

REC-150



# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

Name of Employee J. RICHARD NICHOLS Title Special Agent GS-13  
Rating Period: from 4/1/66 to 3/31/67

## RATING GUIDE AND CHECK-LIST

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

### RATE ITEMS AS FOLLOWS:

- + Outstanding (exceeding excellent and deserving of special commendation).  
E Excellent.  
✓ Satisfactory (good or very good).  
- Unsatisfactory.  
O No opportunity to appraise performance during rating period.

### Guide for determining adjective ratings:

- "Outstanding" adjective rating requires (A) that all elements be + and (B) that each and every rated element be factually justified by narrative details, including reasons for considering each worthy of Special Commendation and be attached to FD-185a.
- "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
  - Any element rated "Unsatisfactory" must be supported by narrative comments.
  - An official rating of "Unsatisfactory" must be supported in writing stating (1) wherein the performance is unsatisfactory, (2) the facts of the (90-day) prior warning, and (3) the efforts made after the warning to help the employee bring his performance up to a satisfactory level and must be attached to FD-185a.

- |   |   |
|---|---|
| <u>E</u> (1) Personal appearance.   | <u>E</u> (16) Firearms ability.   |
| <u>E</u> (2) Personality and effectiveness of his personal contacts.  | <u>E</u> (17) Development of informants and sources of information.   |
| <u>+</u> (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).  | <u>E</u> (18) Reporting ability: <ul style="list-style-type: none"> <li><u>+</u> (a) Investigative reports</li> <li><u>O</u> (b) Summary reports</li> <li><u>E</u> (c) Memos, letters, wires<br/>(Consider: <u>E</u> conciseness; <u>E</u> clarity; <u>E</u> organization; <u>E</u> thoroughness; <u>E</u> accuracy; <u>E</u> adequacy and pertinency of leads; <u>E</u> administrative detail.)</li> </ul>   |
| <u>E</u> (4) Physical fitness (including health, energy, stamina).  | <u>O</u> (19) Performance as a witness.   |
| <u>E</u> (5) Resourcefulness and ingenuity.   | <u>O</u> (20) Executive ability: <ul style="list-style-type: none"> <li><u>+</u> (a) Leadership</li> <li><u>+</u> (b) Ability to handle personnel</li> <li><u>+</u> (c) Planning</li> <li><u>+</u> (d) Making decisions</li> <li><u>+</u> (e) Assignment of work</li> <li><u>+</u> (f) Training subordinates</li> <li><u>+</u> (g) Devising procedures</li> <li><u>+</u> (h) Emotional stability</li> <li><u>+</u> (i) Promoting high morale</li> <li><u>+</u> (j) Getting results</li> </ul> |
| <u>+</u> (6) Forcefulness and aggressiveness as required.   | <u>E</u> (21) Ability on raids and dangerous assignments: <ul style="list-style-type: none"> <li><u>O</u> (a) As leader</li> <li><u>E</u> (b) As participant</li> </ul>   |
| <u>+</u> (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.   | <u>E</u> (22) Organizational interest, such as making of suggestions for improvement.   |
| <u>+</u> (8) Initiative and the taking of appropriate action on own responsibility.   | <u>E</u> (23) Ability to work under pressure.   |
| <u>+</u> (9) Planning ability and its application to the work.  | <u>E</u> (24) Miscellaneous. Specify and rate: <ul style="list-style-type: none"> <li><u>E</u> Dictation ability</li> </ul>   |
| <u>+</u> (10) Accuracy and attention to pertinent detail.   |   |
| <u>+</u> (11) Industry, including energetic, consistent application to duties.  |   |
| <u>+</u> (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.   |   |
| <u>+</u> (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.   |   |
| <u>+</u> (14) Investigative ability and results: <ul style="list-style-type: none"> <li><u>+</u> (a) Internal security cases</li> <li><u>+</u> (b) Criminal or general investigative cases</li> <li><u>+</u> (c) Fugitive cases</li> <li><u>+</u> (d) Applicant cases</li> <li><u>O</u> (e) Accounting cases</li> </ul> |   |
| <u>+</u> (15) Physical surveillance ability.  |   |

A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.):

Security, Applicant Squad

B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker):

Investigator

- C. (1) Is employee available for general assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)  
(2) Is employee available for special assignment wherever needs of service require? Yes (If answer is not "yes," explain in narrative comments.)

D. 1. Has employee had an abnormal sick leave record during rating period? No 2. Has employee used more sick leave (including annual leave or LWOP for illness) during rating period than the amount of sick leave earned during such period? No (If answer to either question is "yes," explain in narrative comments.)

E. Is employee qualified to operate a motor vehicle incidental to his official duties? ☒ Yes ☐ No  
If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use.  
(b) Is physically fit to drive. (c) Past safe driving record OK or has passed Bureau road test.

ADJECTIVE RATING: Excellent  
Outstanding, Excellent, Satisfactory, Unsatisfactory

EMPLOYEE'S INITIALS JRN

## NARRATIVE COMMENTS

1. PERSONAL APPEARANCE AND PERSONALITY:

SA J. RICHARD NICHOLS makes an excellent personal appearance, always being attired in a neat, professional manner, and well-groomed. He has a very effective, pleasing personality.

2. ABILITY TO PARTICIPATE IN RAIDS AND DANGEROUS ASSIGNMENTS:

He has participated in raids and dangerous assignments and performed in an excellent manner. There would be no hesitation for future utilization.

3. LIMITATIONS ON AVAILABILITY; PHYSICAL LIMITATIONS AFFECTING PERFORMANCE; AND SICK LEAVE INFORMATION:

None

4. TYPE OF CASES OR WORK HANDLED AND APPRAISAL OF OVER-ALL PERFORMANCE, INCLUDING ABILITY TO HANDLE COMPLICATED INVESTIGATIVE MATTERS AND SUPERVISION REQUIRED:

SA NICHOLS has been assigned a high volume of complicated applicant and SGE investigations, along with a high volume of internal security type cases. He handles all of his investigative assignments in a superior, outstanding fashion. He exercises outstanding initiative and planning ability in his work, and competently attains an above average productivity. He is a thoroughly experienced, completely capable investigator who can handle any complicated investigative matter in an efficient manner. He is a dedicated, enthusiastic, hard-working career employee who is a credit to the Bureau. His work requires only a very minimum of supervision. He assisted in a special assignment during the rating period during which time he is credited with 3 apprehensions and obtaining of 4 convictions. He has actively participated in the applicant recruiting program by engaging in the initial processing of 12 potential applicants. The over-all performance of this agent is considered to be in the upper brackets of excellent.

  
Initials

5. NUMBER OF INCENTIVE AWARDS AND COMMENDATIONS RECEIVED:

He shared in a letter of commendation to the office from the Director dated 9-29-66 concerning accidents involving Bureau automobiles.

6. DISCIPLINARY ACTION AND JUSTIFICATION FOR ANY UNSATISFACTORY ITEMS:

(List items taken into consideration on rating guide and check list.)

None

7. PARTICIPATION IN INFORMANT PROGRAMS:

He is handling a Security Informant and is credited with having developed Bureau approved PSI.

8. TESTIFYING EXPERIENCE AND ABILITY:

No occasion has arisen for testifying during the rating period; however, he has previously testified and has proven to be a very competent Government witness.

9. ACCOUNTING INFORMATION:


N/A

10. POLICE INSTRUCTION:

N/A

11. RESIDENT AGENTS:

N/A

  
\_\_\_\_\_  
Initials

12. EXPERIENCE AND ABILITY AS INSPECTOR'S AIDE:

N/A

13. FOREIGN LANGUAGE ABILITY:

N/A

Language in which proficient \_\_\_\_\_.

Completed language school ☐ Yes ☐ No

Fluent in \_\_\_\_\_ language to extent Agent can handle typical investigative problems as follows: (1) Conversation form ☐ Yes ☐ No

(2) Written form ☐ Yes ☐ No

Evaluate language proficiency in each phase as excellent, very good, good, fair or unsatisfactory

<u>Language</u>	<u>Read</u>	<u>Write</u>	<u>Speak</u>	<u>Understand</u>
-----------------	-------------	--------------	--------------	-------------------

_____	_____	_____	_____	_____
-------	-------	-------	-------	-------

_____	_____	_____	_____	_____
-------	-------	-------	-------	-------

Frequency \_\_\_\_\_ language ability used during rating period:

Frequency of use of \_\_\_\_\_ language ability anticipated during ensuing year:

14. ADMINISTRATIVE ADVANCEMENT:

(a) Agent is interested in administrative advancement. ☐ Yes ☒ No

(b) Agent is completely available for administrative advancement. ☐ Yes ☐ No

(c) Agent is considered completely qualified at present for administrative advancement, including experience, ability, personality and appearance. ☐ Yes ☐ No

(d) If answer to (c) is "Yes," Agent's qualifications are considered ☐ very good ☐ excellent ☐ outstanding

(e) If answer to (c) is "No," is Agent considered to have potential for future administrative advancement? (If applicable, explanatory comments required.) ☐ Yes ☐ No

  
Initials





**UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION**

*In Reply, Please Refer to  
File No.*

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C. 20535

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by Check - Money Order) the sum of \$10, payable to S.A.I.F., to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$10,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

**EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU**

Official Bureau Name (please type or print)	Date	Office of Assignment (or SOG Division)
SA <i>J. RICHARD NICHOLS</i>	<i>3/1/67</i>	<i>MILWAUKEE</i>

The following person is designated as my beneficiary for Special Agents Insurance Fund:

Name (print)	Relationship	
[Redacted]	<i>WIFE</i>	b6 b7C
Address		
[Redacted]		<i>MARYLAND</i>
Name (cont)	Relationship	
[Redacted]	<i>DAUGHTER</i>	
Address		
<i>(SAME AS ABOVE)</i>		

Do you desire to designate the above-listed beneficiaries as the beneficiary and contingent beneficiary respectively of the Chas. S. Ross Fund as well? ☒ Yes ☐ No If not, the entire following portion must be executed.

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name (primary beneficiary; use given first name if female)	Relationship
Address	
Name (contingent beneficiary, if desired; use given first name if female)	Relationship
Address	

Very truly yours,

*J. Richard Nichols*  
Special Agent

UNITED STATES GOVERNMENT

# Memorandum

TO : DIRECTOR, FBI  
ATTN: PERSONNEL SECTION

FROM : SAC, MILWAUKEE

SUBJECT: SA J. RICHARD NICHOLS  
MILWAUKEE DIVISION

DATE: 8/29/67

b6  
b7C

The purpose of this communication is to recommend that SA J. RICHARD NICHOLS be utilized to interview clerical applicants in the Milwaukee Division.

SA NICHOLS EOD at Milwaukee March 12, 1966. Since his arrival in this office he has handled a high volume of applicant type investigations, as well as security and some criminal matters. In particular, he is thoroughly familiar with applicant type investigations, as well as the Bureau's needs in this field.

SA NICHOLS was previously on probation as a result of administrative action taken against him prior to his transfer to Milwaukee. He was removed from this probationary status on August 1, 1966. He has maintained an outstanding attitude toward his work, as well as toward the previous administrative action which was taken against him. He has consistently, diligently and conscientiously applied himself to his assignments.

In light of the above, it is recommended that he be authorized to interview clerical applicants in the Milwaukee Division.

2 - Bureau  
1 - Milwaukee  
TWL:EF  
(3)

*Let to [unclear]  
[unclear] [unclear]  
9-7-67*

REC-134

67-87294-336	
Searched	Numbered
3 SEP 1 1967	

b6  
b7C

PERS. REC. UNIT





**UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION**

*In Reply, Please Refer to  
File No.*

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C. 20535

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by Check - Money Order) the sum of \$20, payable to S.A.I.F., to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$20,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

**EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU**

Official Bureau Name (please type or print)	Date	Office of Assignment (or SOG Division)
SA <i>J. RICHARD NICHOLS</i>	<i>7/24/67</i>	<i>MILWAUKEE</i>

The following person is designated as my beneficiary for Special Agents Insurance Fund:

Name (primary beneficiary; use given first name if female)	Relationship
[Redacted]	<i>WIFE</i>

Address	
[Redacted]	<i>MARYLAND (20906)</i>

Name (contingent beneficiary, if desired; use given first name if female)	Relationship
[Redacted]	<i>DAUGHTER</i>

Address	
<i>(SAME AS ABOVE)</i>	

Do you desire to designate the above-listed beneficiaries as the beneficiary and contingent beneficiary respectively of the Chas. S. Ross Fund as well? ☒ Yes ☐ No If not, the entire following portion must be executed.

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name (primary beneficiary; use given first name if female)	Relationship

Address	

Name (contingent beneficiary, if desired; use given first name if female)	Relationship

Address	

Very truly yours,

32  
Payment Received  
Special Agents Insurance Fund

AUG 2 1967

J. Edgar Hoover, Director

*J. Richard Nichols*  
Special Agent



**UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION**

*In Reply, Please Refer to  
File No.*

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C. 20535

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (~~by Check - Money Order~~) the sum of \$20, payable to S.A.I.F., to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

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**EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU**

Official Bureau Name (please type or print)	Date	Office of Assignment (or SOG Division)
SA <i>J. Richard Nichols</i>	<i>5/25/67</i>	<i>MILWAUKEE</i>

The following person is designated as my beneficiary for Special Agents Insurance Fund:

Name (primary beneficiary; use given first name if female)	Relationship
[Redacted]	<i>WIFE</i>

Address	<i>MARYLAND (20906)</i>
---------	-------------------------

Name (contingent beneficiary, if desired; use given first name if female)	Relationship
[Redacted]	<i>DAUGHTER</i>

Address	<i>MARYLAND (20906)</i>
---------	-------------------------

Do you desire to designate the above-listed beneficiaries as the beneficiary and contingent beneficiary respectively of the Chas. S. Ross Fund as well? ☒ Yes ☐ No If not, the entire following portion must be executed.

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name (primary beneficiary; use given first name if female)	Relationship

Address

Name (contingent beneficiary, if desired; use given first name if female)	Relationship

Address

Very truly yours,

FORWARDED  
Special Agents Insurance Fund

J. Edgar Hoover, Director

*J. Richard Nichols*  
Special Agent

8-ecd

Mr. Callahan

5-18-67

J. B. Adams

**OFFICE OF PREFERENCE TRANSFERS**

The following Agents have been considered for transfer to their first office of preference; however, favorable action is not being taken at this time for the reasons given:

Frank A. Sass  
Cleveland Office

First office of preference -  
New Orleans. On 8-18-65 was  
censured, placed on probation and  
transferred from New Orleans to  
Cleveland for [REDACTED]

b6  
b7C

J. Richard Nichols  
Milwaukee Office

First office of preference -  
Washington Field. On 2-16-66  
censured, placed on probation and  
transferred from WFO for failure to  
keep Bureau advised of activities of  
[REDACTED]

b6  
b7C

[REDACTED]  
Miami Office

First office of preference -  
Phoenix. On 2-9-67 censured for  
[REDACTED]

[REDACTED]  
Minneapolis Office

First office of preference -  
Charlotte. On 6-3-64 was censured  
and transferred from Charlotte for  
[REDACTED]

b6  
b7C

Edward J. Gallagher  
New York Office

First office of preference - Las Vegas.  
On 11-18-66 [REDACTED]

b6  
b7C

[REDACTED]  
Louisville Office

First office of preference - New Haven  
On 12-13-66 [REDACTED]

b6  
b7C

FDH:mle (10)

- 1 - Mr. [REDACTED]
- 1 - Mr. Adams
- 1 - Personnel File of each  
of above Agents

b6  
b7C

# FEDERAL BUREAU OF INVESTIGATION

NAME: LAST, FIRST, MIDDLE  <b>NICHOLS J. RICHARD</b>	SOCIAL SECURITY NUMBER  <b>462-18-9976</b>
--	--

NOTIFICATION OF BASIC CHANGE			
CODE - NATURE OF ACTION		EFFECTIVE DATE	DATE OF LAST EQUIV. INCR.
<input type="checkbox"/>	892 - QUALITY INCREASE	<b>4/23/67</b>	<b>4/25/65</b>
<input checked="" type="checkbox"/>	893 - WITHIN GRADE INCREASE		
<input type="checkbox"/>	894 - PAY ADJUSTMENT		
GRADE OR LEVEL	STEP OR RATE	OLD SALARY	NEW SALARY
<b>GS-13</b>	<b>31</b>	<b>\$14,665.00</b>	<b>\$15,113.00</b>

DATA ON UNPAID ABSENCE			
PERIOD(S)	TOTAL EXCESS	IN PAY STATUS AT END OF WAITING PERIOD	REMARKS
		<b>YES</b>	<b>3/11/67</b>

☒ EMPLOYEE'S WORK IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.

☐ EMPLOYEE'S PERFORMANCE RATING IS SATISFACTORY OR BETTER.

**NOT RECORDED**  
**14 MAY 3 1967**

*J. Edgar Hoover*

JOHN EDGAR HOOVER  
DIRECTOR

**PERSONNEL FILE COPY**

# REPORT OF MEDICAL EXAMINATION

1. LAST NAME—FIRST NAME—MIDDLE NAME <i>NICHOLS, J. RICHARD</i>		2. GRADE AND COMPONENT OR POSITION <i>SA</i>	3. IDENTIFICATION NO.
4. HOME ADDRESS (Number, street or RFD, city or town, zone and State)		5. PURPOSE OF EXAMINATION <i>ANNUAL</i>	6. DATE OF EXAMINATION <i>9/21/67</i>
7. SEX <i>M</i>	8. RACE <i>N</i>	9. TOTAL YRS. GOVT. SERVICE MILITARY CIVILIAN	10. DEPARTMENT, AGENCY, OR SERVICE <i>FBI</i>
11. ORGANIZATION UNIT			
12. DATE OF BIRTH <i>9-5-14</i>	13. PLACE OF BIRTH <i>DICKERSON, MD</i>	14. NAME, RELATIONSHIP, AND ADDRESS OF NEXT OF KIN	
15. EXAMINING FACILITY OR EXAMINER, AND ADDRESS <i>VA HOSPITAL, WOOD, Wis</i>		16. OTHER INFORMATION	
17. RATING OR SPECIALTY		TIME IN THIS CAPACITY: TOTAL LAST SIX MONTHS	

NORMAL	ABNOR- MAL	CLINICAL EVALUATION (Check each item in appropriate column; enter "N. E." if not evaluated)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	18. HEAD, FACE, NECK, AND SCALP
<input checked="" type="checkbox"/>	<input type="checkbox"/>	19. NOSE
<input checked="" type="checkbox"/>	<input type="checkbox"/>	20. SINUSES
<input checked="" type="checkbox"/>	<input type="checkbox"/>	21. MOUTH AND THROAT
<input checked="" type="checkbox"/>	<input type="checkbox"/>	22. EARS—GENERAL (Int. & ext. canals) (Auditory acuity under items 70 and 71)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	23. DRUMS (Perforation)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	24. EYES—GENERAL (Visual acuity and refraction under items 59, 60, and 61)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	25. OPHTHALMOSCOPIC
<input checked="" type="checkbox"/>	<input type="checkbox"/>	26. PUPILS (Equality and reaction)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	27. OCULAR MOTILITY (Associated parietal movements, nystagmus)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	28. LUNGS AND CHEST (Include breasts)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	29. HEART (Thrust, size, rhythm, sounds)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	30. VASCULAR SYSTEM (Varicosities, etc.)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	31. ABDOMEN AND VISCERA (Include hernia)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	32. ANUS AND RECTUM (Hemorrhoids, fistulae) (Prostate if indicated)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	33. ENDOCRINE SYSTEM
<input checked="" type="checkbox"/>	<input type="checkbox"/>	34. G-U SYSTEM
<input checked="" type="checkbox"/>	<input type="checkbox"/>	35. UPPER EXTREMITIES (Strength, range of motion)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	36. FEET
<input checked="" type="checkbox"/>	<input type="checkbox"/>	37. LOWER EXTREMITIES (Except feet) (Strength, range of motion)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	38. SPINE, OTHER MUSCULOSKELETAL
<input checked="" type="checkbox"/>	<input type="checkbox"/>	39. IDENTIFYING BODY MARKS, SCARS, TATTOOS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	40. SKIN, LYMPHATICS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	41. NEUROLOGIC (Equilibrium tests under item 72)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	42. PSYCHIATRIC (Specify any personality deviation)
Females only		(Check how done)
		43. PELVIC <input type="checkbox"/> VAGINAL <input type="checkbox"/> RECTAL

NOTES.—Describe every abnormality in detail. (Enter pertinent item number before each comment; continue in item 73 and use additional sheets if necessary.)

*39 ap scar rt shoulder*

*57 337*

(Continue in item 73)

44. DENTAL (Place appropriate symbols above or below number of upper and lower teeth, respectively)																	
O.—Restorable teeth      X.—Missing teeth      (6 X 8).—Fixed bridge, brackets to include abutments																	
I.—Nonrestorable teeth      XXX.—Replaced by dentures																	
RIGHT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	LEFT
	32	31	30	29	28	27	26	25	24	23	22	21	20	19	18	17	
		X	X											X	X		

REMARKS AND ADDITIONAL DENTAL DEFECTS AND DISEASES

*NONE*

45. URINALYSIS: SP. GR. <i>1.021</i>			46. CHEST X-RAY (Place, date, film number, result)	47. SEROLOGY (Specify test used and result)
ALBUMIN <i>neg</i>	SUGAR <i>neg</i>	MICROSCOPIC <i>few epith</i>	<i>negative chest</i>	<i>negative VDRL</i>
48. EKG <i>sinus brady- cardia-Normal</i>		49. BLOOD TYPE AND RH FACTOR	50. OTHER TESTS <i>Wbc, 12,000; Hemat, 48; Hgb, 17.3</i>	

## MEASUREMENTS AND OTHER FINDINGS

51. HEIGHT 72 1/2		52. WEIGHT 110		53. COLOR HAIR		54. COLOR EYES		55. BUILD: SLENDER <input type="checkbox"/> MEDIUM <input type="checkbox"/> HEAVY <input checked="" type="checkbox"/> OBESE <input type="checkbox"/>		56. TEMP.	
57. BLOOD PRESSURE (Arm at heart level)						58. PULSE (Arm at heart level)					
SITTING SYS. DIAS.		RECUM- BENT SYS. DIAS.		STANDING (3 min.) SYS. DIAS.		SITTING 16		AFTER EXERCISE 16		2 MIN. AFTER 11	
59. DISTANT VISION				60. REFRACTION				61. NEAR VISION			
RIGHT 20/		CORR. TO 20/		BY		S.		CX		CORR. TO	
LEFT 20/		CORR. TO 20/		BY		S.		CX		CORR. TO	
62. HETEROPHORIA: (Specify distance) ES° EX° R. H. L. H. PRISM DIV. PRISM CONV. PC PD											
63. ACCOMMODATION RIGHT 3 dia. LEFT 3 dia.				64. COLOR VISION (Test used and result)				65. DEPTH PERCEPTION (Test used and score)			
								UNCORRECTED			
								CORRECTED			
66. FIELD OF VISION				67. NIGHT VISION (Test used and score)				68. RED LENS			
								69. INTRAOCULAR TENSION 185/185			
70. HEARING		71. AUDIOMETER								72. PSYCHOLOGICAL AND PSYCHOMOTOR (Tests used and score)	
				250 Fm	500 Hz	1000 Hz	2000 Hz	3000 Hz	4000 Hz	8000 Hz	
RIGHT WV /15 SV /15		RIGHT		0	5	0	10	10	25	25	
LEFT WV /15 SV /15		LEFT		5	5	0	15	10	20	20	

73. NOTES (Continued) AND SIGNIFICANT OR INTERVAL HISTORY

(Use additional sheets of plain paper if necessary)

74. SUMMARY OF DEFECTS AND DIAGNOSES (List diagnoses with item numbers)

75. RECOMMENDATIONS—FURTHER SPECIALIST EXAMINATIONS INDICATED (Specify)

77. EXAMINEE (Check)

☒ IS  
☐ IS NOT
 QUALIFIED FOR

78. IF NOT QUALIFIED, LIST DISQUALIFYING DEFECTS BY ITEM NUMBER

79. TYPED OR PRINTED NAME OF PHYSICIAN

M.D. Rasident, E.N.T. Srge.

SIGNATURE

80. TYPED OR PRINTED NAME OF PHYSICIAN

M.D.

82. TYPED OR PRINTED NAME OF REVIEWING OFFICER OR APPROVING AUTHORITY

NUMBER OF AT-  
TACHED SHEETS



**Attachment to Standard Form 88, Report of Medical Examination  
For Information and Guidance of Medical Examiner**

Name of Examinee NICHOLS J. RICHARDS  
(Type or print) Last First Middle

The following portions of the attached examination report form need not be completed:

2	9	62	69
3	11	65	72
4	14	67	76
8	17	68	

46. Is necessary unless facilities for affording same are not readily available.
48. Not required unless examinee is over 35 years of age or examination indicates such is desirable.
49. Is necessary unless facilities for affording same are not readily available.
71. Audiometer examinations should be afforded whenever possible for all Special Agent applicants and Special Agents. Applicants for the Special Agent position will not be accepted if the hearing loss exceeds a 15 decibel average in either ear in the conversational speech range (500, 1000, 2000 cycles).

**For All Examinees, Whether Clerical or Special Agent Applicants or Employees:**

The medical examiner should answer the following question:

Examinee ☒ is ☐ is not qualified for strenuous physical exertion.

**To be Answered in the Case of All Male Employees and Male Applicants:**

1. Does examinee have any defects restricting or prohibiting his participation in defensive tactics and dangerous assignments which might entail the practical use of firearms?

☒ No ☐ Yes If "yes" please specify defects. \_\_\_\_\_

2. Does examinee have any defects prohibiting safe operation of motor vehicles?

☒ No ☐ Yes If "yes" please specify defects. \_\_\_\_\_

3. For safe driving of motor vehicles, Civil Service Commission requires distant vision must test at least 20/40 in one eye and 20/100 in the other, corrected or uncorrected. Should examinee wear corrective glasses while operating a motor vehicle? ☐ Yes ☒ No  
If recommendation is based on a factor other than above standard, indicate basis \_\_\_\_\_

REC'D 2 25 1973

### Desirable Weight Ranges for Males

Height	Small Frame	Medium Frame	Large Frame
5'4" <span style="float: right;">REC'D ADMIN. DIV. OCT 16 1 28 PM '67</span>	117 - 125	123 - 135	137 - 148 <span style="float: right;">REC'D-CALLAHAN FBI OCT 14 9 22 AM '67</span>
5'5"	120 - 129	126 - 139	134 - 152
5'6"	124 - 133	130 - 143	138 - 157
5'7"	128 - 137	134 - 148	143 - 162
5'8"	132 - 141	138 - 152	147 - 166
5'9"	136 - 146	142 - 156	151 - 170
5'10"	140 - 150	146 - 161	155 - 175
5'11"	144 - 154	150 - 166	160 - 180
6'	148 - 158	154 - 171	164 - 185
6'1"	152 - 163	158 - 176	169 - 190
6'2"	156 - 167	163 - 181	174 - 195
6'3"	160 - 171	168 - 186	178 - 200
6'4"	169 - 180	178 - 196	188 - 210
6'5"	174 - 185	182 - 202	192 - 216

4. Examinee's frame is ☐ small ☐ medium ☒ large

5. Considering above weight table, the examinee's frame, and other individual physical characteristics, I consider his present weight ☒ Satisfactory ☐ Excessive ☐ Deficient

6. Under proper medical supervision, employee should ☐ lose \_\_\_\_\_ pounds  
☐ gain \_\_\_\_\_ pounds

Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*MD*

SEP 21 1967

Date

b6  
b7C

September 20, 1967

J. Richard Nichols

Mr. [redacted]  
Federal Bureau of Investigation  
Milwaukee, Wisconsin

b6  
b7C

Dear Mr. [redacted]

I want to commend, through you, those agents in the Milwaukee Division who carried out their assignments so effectively which led to the apprehension of [redacted] and others, the subjects of a Bank Robbery case.

b6  
b7C

The well-coordinated and successful investigation conducted by these men resulted in the identification, the location and subsequent apprehension of three dangerous and armed fugitives. The solution of this crime, despite the difficulties involved, can be attributed to the skillful and dauntless efforts of these agents and I want you to convey my appreciation to them.

Sincerely yours,

1 - SAC, Milwaukee (Personal Attention)

Place copy of this letter in files of appropriate personnel.

1 - SAC, WFO (Personal Attention)

Place copy of this letter in file of SA [redacted] after bringing to his attention.

b6  
b7C

1 - Miss [redacted] (Sent Direct)

MSM

(17)

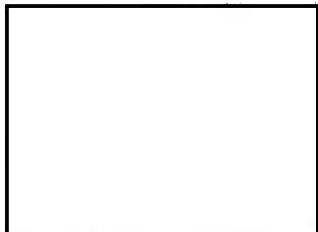
Based on Milwaukee letter 9/8/67 and addendum Special Investigative Division 9/15/67 re Recommendation For Commendation - Milwaukee Division.

COPY PREPARED AND ATTACHED FOR PLACING IN PERSONNEL FILE OF SA [redacted]

Copies prepared and attached for placing in personnel files of: (OVER)

Mr. [REDACTED]  
FBI, Milwaukee

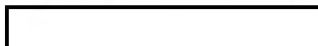
b6  
b7C



b6  
b7C

J. Richard Nichols

[REDACTED]  
James F. Brennan



REC-139

SAC, Milwaukee

9-7-67

PERSONAL ATTENTION

Director, FBI

J. RICHARD NICHOLS  
SPECIAL AGENT  
MILWAUKEE DIVISION



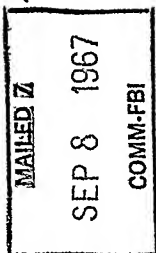
Reurlet 8-29-67.

SA J. Richard Nichols should not be used to interview  
clerical applicants at this time.

JJO:ct *CH*  
(4)

Note: SA Nichols was the subject of administrative action 2-16-66 when he was censured, placed on probation, and transferred to Milwaukee for failure to inform the Bureau of information relating to a personal matter involving himself and [redacted]. Specifically, [redacted] was a [redacted] had been [redacted] and was a member of the [redacted] an organization [redacted] in Washington, D. C. [redacted] had written articles for [redacted] magazines under an alias of [redacted]. On 8-1-66 SA Nichols was removed from probation. In November, 1966, SAC requested that SA Nichols be authorized to interview clerical applicants; however, in view of the above action, this authorization was denied. SAC has again requested that SA Nichols be utilized to interview clerical applicants pointing out that he has been removed from a probationary status since 8-66 and has maintained an outstanding attitude toward his work, as well as toward the previous administrative action taken against him. He has consistently, diligently, and conscientiously applied himself to his assignments, is thoroughly familiar with applicant-type investigations, and is well aware of the Bureau's needs in this field.

b6  
b7c



Tolson \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Mohr \_\_\_\_\_  
Bishop \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

MAIL ROOM ☒ TELETYPE UNIT ☐

138

*Handwritten signatures and initials:*  
JRM  
JRM  
JRM  
JRM

FEDERAL BUREAU OF INVESTIGATION  
UNITED STATES DEPARTMENT OF JUSTICE

b6  
b7C

## REPORT OF PERFORMANCE RATING

Name of Employee: J. RICHARD NICHOLSWhere Assigned: MILWAUKEE

(Division)

(Section, Unit)

Official Position Title and Grade: Special Agent GS 13Rating Period: from 4/1/67 to 3/31/68ADJECTIVE RATING: EXCELLENT  
Outstanding, Excellent, Satisfactory, UnsatisfactoryEmployee's  
Initials*JRN*

Rated by:



Supervisor

3/31/68

Title

Date

Reviewed by:

*Harold E. Campbell, Jr.*  
HAROLD E. CAMPBELL, JR.Special Agent  
in Charge

3/31/68

Signature

Title

Date

Rating Approved by:

*W. H. Stetson*  
W. H. Stetson

Assistant Director

APR 24 1968

## TYPE OF REPORT

☒ Official  
☒ Annual

☐ Administrative  
☐ 60-Day  
☐ 90-Day  
☐ Transfer  
☐ Separation from Service  
☐ Special

67-87297-338  
APR 12 1968

b6  
b7C

APR 24 1968

# PERFORMANCE RATING GUIDE FOR INVESTIGATIVE PERSONNEL

(For use as attachment to Performance Rating Form No. FD-185)

**J. RICHARD NICHOLS****Special Agent**

Name of Employee

Title

Rating Period: from **4/1/67** to **3/31/68****RATING GUIDE AND CHECK-LIST**

Note: Only those items having pertinent bearing on employee's performance should be rated. All employees in same salary grade should be compared.

**RATE ITEMS AS FOLLOWS:**

- + Outstanding (exceeding excellent and deserving of special commendation).  
E Excellent.  
✓ Satisfactory (good or very good).  
- Unsatisfactory.  
O No opportunity to appraise performance during rating period.

**Guide for determining adjective rating:**

- "Outstanding" adjective rating requires (A) that all elements be + and (B) that each and every rated element be factually justified by narrative details, including reasons for considering each worthy of Special Commendation and be attached to FD-185a.
- "Excellent," "Satisfactory" or "Unsatisfactory" adjective ratings will depend upon the composite result of evaluating all rated elements rather than following any mechanical formulas; however, for an employee to be rated "Excellent" he must not be rated unsatisfactory on any performance evaluation factors on the rating guide and check-list and must be rated "Excellent" or "Outstanding" on the majority of such rating factors. Good judgment must be exercised to insure that adjective rating is reasonable in the light of elements rated.
  - Any element rated "Unsatisfactory" must be supported by narrative comments.
  - An official rating of "Unsatisfactory" must be supported in writing stating (1) wherein the performance is unsatisfactory, (2) the facts of the (90-day) prior warning, and (3) the efforts made after the warning to help the employee bring his performance up to a satisfactory level and must be attached to FD-185a.

- E (1) Personal appearance.  
E (2) Personality and effectiveness of his personal contacts.  
+ (3) Attitude (including dependability, cooperativeness, loyalty, enthusiasm, amenability and willingness to equitably share work load).  
E (4) Physical fitness (including health, energy, stamina).  
+ (5) Resourcefulness and ingenuity.  
+ (6) Forcefulness and aggressiveness as required.  
+ (7) Judgment, including common sense, ability to arrive at proper conclusions, ability to define objectives.  
+ (8) Initiative and the taking of appropriate action on own responsibility.  
+ (9) Planning ability and its application to the work.  
+ (10) Accuracy and attention to pertinent detail.  
+ (11) Industry, including energetic, consistent application to duties.  
+ (12) Productivity, including amount of acceptable work produced and rate of progress on or completion of assignments. Also consider adherence to deadlines unless failure to meet is attributable to causes beyond employee's control.  
+ (13) Knowledge of duties, instructions, rules and regulations, including readiness of comprehension and "know how" of application.  
+ (14) Investigative ability and results:
  - + Internal security cases
  - + Criminal or general investigative cases
  - + Fugitive cases
  - + Applicant cases
  - + Accounting cases- + (15) Physical surveillance ability.

- E (16) Firearms ability.  
E (17) Development of informants and sources of information.  
E (18) Reporting ability:
  - + Investigative reports
  - + Summary reports
  - E Memos, letters, wires (Consider: E conciseness; E clarity; E organization; E thoroughness; E accuracy; E adequacy and pertinency of leads; E administrative detail.)- O (19) Performance as a witness.
- O (20) Executive ability:
  - + Leadership
  - + Ability to handle personnel
  - + Planning
  - + Making decisions
  - + Assignment of work
  - + Training subordinates
  - + Devising procedures
  - + Emotional stability
  - + Promoting high morale
  - + Getting results
- E (21) Ability on raids and dangerous assignments:
  - + As leader
  - E As participant
- E (22) Organizational interest, such as making of suggestions for improvement.
- E (23) Ability to work under pressure.
- E (24) Miscellaneous. Specify and rate: E Dictation ability.  
E Applicant Recruitment

- A. Specify general nature of assignment during most of rating period (such as security, criminal, applicant squad, or as Resident Agent, supervisor, instructor, etc.):

**Security-Racial-Applicant**

- B. Specify employee's most noteworthy special talents (such as investigator, desk man, research, instructor, speaker):

**Investigator**

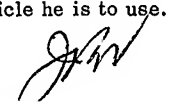
- C. (1) Is employee available for general assignment wherever needs of service require? yes (If answer is not "yes," explain in narrative comments.)  
 (2) Is employee available for special assignment wherever needs of service require? yes (If answer is not "yes," explain in narrative comments.)
- D. 1. Has employee had an abnormal sick leave record during rating period? no 2. Has employee used more sick leave (including annual leave or LWOP for illness) during rating period than the amount of sick leave earned during such period? no (If answer to either question is "yes," explain in narrative comments.)
- E. Is employee qualified to operate a motor vehicle incidental to his official duties? ☒ Yes ☐ No  
 If answer is "yes," personnel file must reflect the following: (a) Has valid State or local operator's license for type vehicle he is to use.  
 (b) Is physically fit to drive. (c) Past safe-driving record OK or has passed Bureau road test.

ADJECTIVE RATING:

**EXCELLENT**

Outstanding, Excellent, Satisfactory, Unsatisfactory

EMPLOYEE'S INITIALS



## NARRATIVE COMMENTS

1. PERSONAL APPEARANCE AND PERSONALITY:

SA NICHOLS possesses a pleasing personality and an ability to make a fine impression on people of all social levels. His personal appearance is excellent in that he dresses in a neat, professional manner and is well groomed at all times.

2. ABILITY TO PARTICIPATE IN RAIDS AND DANGEROUS ASSIGNMENTS:

He has participated in raids and dangerous assignments and has performed in an excellent manner. There would be no hesitation to use him for similar assignments in the future.

3. LIMITATIONS ON AVAILABILITY; PHYSICAL LIMITATIONS AFFECTING PERFORMANCE; AND SICK LEAVE INFORMATION:

None.

4. TYPE OF CASES OR WORK HANDLED AND APPRAISAL OF OVER-ALL PERFORMANCE INCLUDING ABILITY TO HANDLE COMPLICATED INVESTIGATIVE MATTERS AND SUPERVISION REQUIRED:

SA NICHOLS has handled a high volume of cases on a continuing basis during the rating period. He works security and racial matters, as well as complicated applicant cases with security ramifications. He handles all of his investigative assignments expeditiously and efficiently. His experience, attitude and pride in the Bureau's work have resulted in superior production. His work requires a minimum of supervision in that he has performed competently and without delay.

He has participated in the Bureau's applicant recruitment program by recommending two clerks for SOG, one of whom received an appointment. He has also assisted in a number of criminal cases and performed in an excellent manner. His overall performance is considered to be in the upper brackets of excellent.

  
Initials



5. NUMBER OF INCENTIVE AWARDS AND COMMENDATIONS RECEIVED:

He shared in a letter of commendation to the Milwaukee Office from the Director on September 20, 1967 in conjunction with the apprehension of several bank robbery subjects.

6. DISCIPLINARY ACTION AND JUSTIFICATION FOR ANY UNSATISFACTORY ITEMS:

(List items taken into consideration on rating guide and check list.)

None.

7. PARTICIPATION IN INFORMANT PROGRAMS:

During the rating period, SA NICHOLS has developed an extremely valuable PSI and two probationary racial informants - ghetto. He currently handles one PSI, two racial informants and two probationary racial informants-ghetto. His participation in the

8. TESTIFYING EXPERIENCE AND ABILITY: applicant program is excellent.

Although SA NICHOLS has not testified during the rating period, his past experiences indicate he would be an excellent, competent government witness.

9. ACCOUNTING INFORMATION:


N/A

10. POLICE INSTRUCTION:

N/A

11. RESIDENT AGENTS:

N/A

  
Initials

12. EXPERIENCE AND ABILITY AS INSPECTOR'S AIDE:

N/A

13. FOREIGN LANGUAGE ABILITY:

N/A

Language in which proficient \_\_\_\_\_ .

Completed language school ☐ Yes ☐ No

Fluent in \_\_\_\_\_ language to extent Agent can handle typical investigative problems as follows: (1) Conversation form ☐ Yes ☐ No

(2) Written form ☐ Yes ☐ No

Evaluate language proficiency in each phase as excellent, very good, good, fair or unsatisfactory

Language

Read

Write

Speak

Understand

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Frequency \_\_\_\_\_ language ability used during rating period:

Frequency of use of \_\_\_\_\_ language ability anticipated during ensuing year:

14. ADMINISTRATIVE ADVANCEMENT:

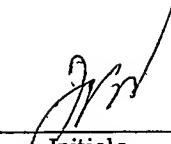
(a) Agent is interested in administrative advancement. ☐ Yes ☒ No

(b) Agent is completely available for administrative advancement. ☐ Yes ☐ No

(c) Agent is considered completely qualified at present for administrative advancement, including experience, ability, personality and appearance. ☐ Yes ☐ No

(d) If answer to (c) is "Yes," Agent's qualifications are considered  
☐ very good ☐ excellent ☐ outstanding

(e) If answer to (c) is "No," is Agent considered to have potential for future administrative advancement? (If applicable, explanatory comments required.) ☐ Yes ☐ No

  
Initials

**ELECTION, DECLINATION, OR WAIVER  
OF LIFE INSURANCE COVERAGE**  
FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

**IMPORTANT  
AGENCY INSTRUCTIONS  
ON BACK OF ORIGINAL**

**TO COMPLETE THIS FORM—**

**1 FOLLOW THESE GENERAL INSTRUCTIONS:**

- Read the back of the "Duplicate" carefully before you fill in the form.
- Fill in BOTH COPIES of the form. Type or use ink.
- Do not detach any part.

**2 FILL IN THE IDENTIFYING INFORMATION BELOW (please print or type):**

NAME (last)	(first)	(middle)	DATE OF BIRTH (month, day, year)	SOCIAL SECURITY NUMBER
NICHOLS	J.	RICHARD	9-5-14	462-18-9976
EMPLOYING DEPARTMENT OR AGENCY			LOCATION (City, State, ZIP Code)	
FBI			MILWAUKEE, WIS. (53202)	

**3 MARK AN "X" IN ONE OF THE BOXES BELOW (do NOT mark more than one):**

Mark here  
if you  
**WANT BOTH**  
optional and  
regular  
insurance

☐  
(A)

**ELECTION OF OPTIONAL (IN ADDITION TO REGULAR) INSURANCE**

I elect the \$10,000 additional optional insurance and authorize the required deductions from my salary, compensation, or annuity to pay the full cost of the optional insurance. This optional insurance is in addition to my regular insurance.

Mark here  
if you  
**DO NOT WANT**  
**OPTIONAL** but  
do want  
regular  
insurance

☒  
(B)

**DECLINATION OF OPTIONAL (BUT NOT REGULAR) INSURANCE**

I decline the \$10,000 additional optional insurance. I understand that I cannot elect optional insurance until at least 1 year after the effective date of this declination and unless at the time I apply for it I am under age 50 and present satisfactory medical evidence of insurability. I understand also that my regular insurance is not affected by this declination of additional optional insurance.

Mark here  
if you  
**WANT NEITHER**  
regular nor  
optional  
insurance

☐  
(C)

**WAIVER OF LIFE INSURANCE COVERAGE**

I desire not to be insured and I waive coverage under the Federal Employees Group Life Insurance Program. I understand that I cannot cancel this waiver and obtain regular insurance until at least 1 year after the effective date of this waiver and unless at the time I apply for insurance I am under age 50 and present satisfactory medical evidence of insurability. I understand also that I cannot now or later have the \$10,000 additional optional insurance unless I have the regular insurance.

**4 SIGN AND DATE. IF YOU MARKED BOX "A" OR "C",  
COMPLETE THE "STATISTICAL STUB." THEN RETURN  
THE ENTIRE FORM TO YOUR EMPLOYING OFFICE.**

SIGNATURE (do not print)

*J. Richard Nichols*

DATE

2/6/68

**FOR EMPLOYING OFFICE USE ONLY**

(official receiving date stamp)  
FEB 14 1968

See Table of Effective Dates on back of Original

ORIGINAL COPY—Retain in Official Personnel Folder

STANDARD FORM No. 176-T  
JANUARY 1968  
(For use only until April 14, 1968)  
176-101

# INSTRUCTIONS TO EMPLOYING AGENCY

1. **Who must file.**—All employees not excluded by law or regulation from insurance coverage, including those who have previously waived coverage, are required to complete and file Standard Form 176-T. Employees who are in the service on February 14, 1968, as well as those who are appointed after that date but before April 14, 1968, must file the form.
2. **Automatic cancellation of previously filed waivers.**—All "Waivers of Life Insurance Coverage" (SF 53) on file are automatically canceled as of the first day of the first pay period beginning on or after February 14, 1968. Payroll offices are to begin regular insurance deductions on the automatic cancellation date for employees who do not file a new waiver, i.e., those who do not check box **C** of SF 176-T, on or before that date.
3. **Employees failing to file.**—If an employee does not return a completed SF 176-T, contact him and urge him to do so even if he does not want optional insurance (he will, of course, be automatically covered for regular insurance). If he still fails to file SF 176-T by April 14, 1968, or 31 days after appointment, whichever is later, file one for him as of that date: mark box **B**, and note in the space provided for his signature "employee contacted—failed to elect optional insurance." See note 2 below.
4. **Review of completed forms.**—(a) Review both copies of the SF 176-T for legibility, completeness, and consistency. Reconcile with the employee any obvious major

discrepancy such as a mark in more than one box.  
(b) If the employee marked box **A** or box **C**, make sure the Statistical Stub is complete. Then detach and mail stubs, in a bundle, weekly to:

Office of Federal Employees' Group Life Insurance  
(Statistical Study)  
4 East 24th Street  
New York, New York 10010

- (c) If the employee marked box **B**, detach and destroy the stub.
5. **Date of receipt and effective date.**—(a) Stamp date of receipt by employing office in the space provided for this purpose on both the Original and the Duplicate.  
(b) The effective date is determined from the table below.
6. **Disposition of forms.**—(a) File the Original SF 176-T in the official personnel folder in all cases.  
(b) Any necessary payroll change, with effective date, may be posted in the space reserved on the Duplicate for employing office.  
(c) The Duplicate may be destroyed, if no payroll action is required, or after the requirements of the agency's payroll system have been met.
7. **Use of SF 176-T.**—SF 176-T "Election, Declination, or Waiver of Life Insurance Coverage" should not be used after the initial filing period (after April 14, 1968). A revised edition will be available for use after that date.

TABLE OF EFFECTIVE DATES

DATE SF 176-T RECEIVED BY EMPLOYING OFFICE	EMPLOYEE'S DECISION	EFFECTIVE DATE (IF NO WAIVER, SF 53, IN EFFECT)	
		OF DECISION	OF DEDUCTIONS
On or before February 14, 1968.	Elects optional (in addition to regular) (box <b>A</b> ).	Coverage effective February 14, 1968.	Deductions begin 1st day of 1st pay period beginning on or after February 14, 1968.
	Declines optional (but not regular) (box <b>B</b> ).	Declination effective February 14, 1968.	
	Waives regular (so ineligible for optional) (box <b>C</b> ).	Waiver effective last day of pay period in which February 14, 1968 falls.	Deductions stop last day of pay period in which February 14, 1968 falls.
After February 14 but not later than April 14, 1968.	Elects optional (in addition to regular) (box <b>A</b> ).	Coverage effective on date of receipt.	Deductions begin 1st day of 1st pay period beginning on or after date of receipt.
	Declines optional (but not regular) (box <b>B</b> ).	Declination effective on date of receipt, but employee loses automatic optional protection on February 14, 1968.	
	Cancels previously elected optional (but not regular) (box <b>B</b> ).	Cancellation effective last day of pay period in which received.	Deductions for optional stop last day of pay period in which received.
	Waives regular (so ineligible for optional) (box <b>C</b> ).	Waiver effective last day of pay period in which received.	Deductions stop last day of pay period in which received.

- NOTES: 1. Because regular insurance coverage and deductions are automatic unless waived (by checking box **C**), **A** and **B** elections do not affect regular insurance effective dates.  
2. An employee for whom the agency files SF 176-T because he failed to file is deemed to have declined optional, but not regular, insurance.  
3. An employee with an uncanceled waiver (SF 53) on file cannot be insured any earlier than the first day he is in duty and pay status in a pay period beginning on or after February 14, 1968; filing of an SF 176-T before that date will not cancel an SF 53 any earlier. Deductions begin the day he becomes insured.  
4. The effective date of regular (and optional) insurance coverage for an employee who has been on leave without pay for more than 1 year is the first day he is in pay and duty status. Deductions are effective the same day.

UNITED STATES GOVERNMENT

# Memorandum

Tolson \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Bishop \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

TO : Mr. Callahan

DATE: 5-20-68

FROM : J. B. Adams *JBA*

SUBJECT: J. RICHARD NICHOLS  
SPECIAL AGENT  
Milwaukee Office  
EOD 4-24-36, Clerk  
Appointed Agent 8-16-48  
GS 13, \$15,757  
Veteran

By letter of 5-16-68 SA Nichols requests consideration for transfer back to Washington, D. C., where he could be close to his wife and daughter. He refers to administrative action in 1966 under which he was transferred to Milwaukee and admits the correctness of that action.

For background information, on 2-6-66 information came to attention of the Bureau indicating that [redacted] SA Nichols by his [redacted] was [redacted] SA Nichols was interviewed about this. He stated that [redacted] has been [redacted] at least. There have been numerous attempts [redacted] and other means to correct this without success. SA Nichols advised that [redacted] serves as [redacted] of the [redacted] in Washington, D. C. This is [redacted] composed of [redacted] for the purpose of advancing their various interests. SA Nichols advised [redacted] was in [redacted] under the name of [redacted]

In view of this complete disregard of existing regulations that employees immediately advise the Bureau of any situation which could possibly be the source of embarrassment, SA Nichols on 2-16-66 was censured, placed on probation, and ordered to Milwaukee.

In his current letter SA Nichols states he intends to report any contact with [redacted] or any information concerning him. He does not know for sure as to his place of employment. He has not furnished him with his own address and [redacted] maintains an unlisted telephone. SA Nichols did not bring his wife and daughter to Wisconsin with him since she has a position in [redacted]. He would appreciate any consideration to transferring him back to Washington or the vicinity where he could be close to his wife and daughter. In a postscript to this letter, SA Nichols states he would like to talk to the Director personally.

Enclosures *sent 5-21-68*  
LLD:mcg  
(2)

(OVER)

Memorandum Adams to Callahan  
Re: J. Richard Nichols  
Special Agent - Milwaukee Office

A review of Bureau files does not disclose any information concerning [redacted] SA Nichols under his real name or the name of [redacted] beyond that already known.

b6  
b7c

SA Nichols lists Washington Field Office as his only office of preference. He has been considered for this and also for New York, Baltimore, and Philadelphia, which would put him in the general geographical area. He is #2 for Washington Field Office and #3 each for New York, Baltimore, and Philadelphia. Regardless of his position, it is not believed SA Nichols should be returned to the Washington, D. C., area in view of the circumstances set out above concerning [redacted] and the reason for his transfer to Milwaukee in the first place. This situation with its potential for embarrassment undoubtedly still exists. Other than the administrative action set out above, SA Nichols has been censured one time and he has been commended two times. Overtime considered satisfactory and work performance rated "Excellent."

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b7c

It is not believed SA Nichols' request for assignment to Washington, D. C., or this general area should be approved. It is also not believed he should be given an appointment to see the Director as he requested.

RECOMMENDATION:

That SA Nichols be advised his request for transfer and his request to see the Director cannot be approved. Appropriate letter attached.

✓

*[Handwritten signature]*

*[Handwritten initials]*

PERMANENT BRIEF OF FILE OF SA NICHOLS ATTACHED.

~~Personal and Confidential~~

May 16, 1968  
Milwaukee, Wis.

Mr. Tolson ✓  
Mr. DeLoach ✓  
Mr. Mohr ✓  
Mr. Bishop ✓  
Mr. Casper ✓  
Mr. Callahan ✓  
Mr. Conrad ✓  
Mr. Felt ✓  
Mr. Gale ✓  
Mr. Rosen ✓  
Mr. Sullivan ✓  
Mr. Tavel ✓  
Mr. Trotter ✓  
Tele. Room ✓  
Miss Holmes ✓  
Miss Gandy ✓

J. Edgar Hoover, Director  
Federal Bureau of Investigation,  
U. S. Department of Justice,  
Washington, D. C.

Dear Mr. Hoover,

I was transferred to Milwaukee by Administrative letter dated February 16, 1966, which was the result of my failure to keep the Bureau advised concerning [redacted] This action by the Bureau was entirely correct, and I have certainly learned my lesson in that respect.

I did not bring my wife and daughter with me to Milwaukee because my wife had a position as [redacted] in the [redacted] [redacted] and we had just bought a new home in Silver Spring, Maryland.

As I stated in one of my Memorandums, I would report any attempts on the part of [redacted] or [redacted] to contact me. I have never sought out his place of employment and he may still be in Washington, DC working for [redacted] on [redacted] I have been successful in not letting him know my address, and my wife maintains an unlisted telephone.

Mr. Hoover, the purpose of this letter is to ask you personally for a transfer back to Washington, D. C. or wherever I could be close to my wife and daughter.

Your consideration to this problem will be appreciated, and any decision you make I know will be for the benefit of all concerned.

Wishing you the best of continued health.

Sincerely Yours

J. Richard Nichols.

P. S. I would like to talk to you personally.

COPY:hcv

copy made for T-1 Room 5/17/68

5-20-68  
let to be done  
C-21-1-1

3/200

~~PERSONAL AND CONFIDENTIAL~~

May 16, 1968

Milwaukee, Wis.

J. Edgar Hoover, Director  
Federal Bureau of Investigation,  
U.S. Department of Justice,  
Washington, D.C.

Dear Mr. Hoover,

I was transferred to Milwaukee  
by Administrative letter dated  
February 16, 1966, which was the  
result of my failure to keep the  
Bureau advised concerning [redacted]

b6  
b7C

[redacted] This action by the Bureau  
was entirely correct, and I have  
certainly learned my lesson in  
that respect.

I did not bring my wife  
and daughter with me to  
Milwaukee because my wife  
had a position as [redacted]

b6  
b7C

[redacted] in the [redacted]

[redacted] and  
we had just bought a new  
home in Silver Spring, Maryland.

3/2/80



2.

As I stated in one of my Memorandums, I would report any attempts on the part of [redacted] or [redacted] to contact me. I have never sought out his place of employment and he may still be in Washington, DC working for [redacted] or [redacted]. I have been successful in not letting him know my address, and my wife maintains an unlisted telephone.

b6  
b7C

b6  
b7C

Mr. Hoover, the purpose of this letter is to ask you personally for a transfer back to Washington, D.C. or wherever I could be close to my wife and daughter.

Your consideration to this problem will be appreciated, and any decision you make I know will be for the benefit of all concerned.

Wishing you the best of continued health

Sincerely yours,  
J. Richard Nichols.

P.S. I would like to talk to you personally.

Name: **Mr. J. Richard Nichols**  
APPLICATIONDate: **7-9-68**

- ☒ The "Application for Retirement" will be forwarded by the Bureau to the Civil Service Commission (CSC) for approval.
- ☐ The enclosed "Application for Retirement" should be executed (or changed as indicated below) and promptly returned to the Bureau for forwarding to the Civil Service Commission (CSC) for approval. The information sheet attached to the application is for your records and you should detach it before sending in the application.

**DEPOSIT OR REDEPOSIT**

Making either a deposit or redeposit is optional. Such amounts are paid directly by you to CSC; therefore, it is possible that you have already made the deposit or redeposit indicated below without the Bureau's knowledge, having dealt directly with CSC. If so, you may ignore this matter now. If not, after a review of the approximate annuity figures shown below, should you decide to make a deposit or redeposit, you should request Bureau to forward Standard Form 2803 to you. This form should be returned to the Bureau.

- ☐ Not applicable.
- ☒ The deposit you may owe is a payment to the retirement fund to cover a period of service during which no retirement deductions were withheld from salary. Credit is given for service not covered by deductions; however, if the deposit is not paid, your annuity will be reduced each year by 10% of the amount due as deposit. The amount you may owe is approximately \$ **673**.
- ☐ The redeposit you may owe is a payment to the retirement fund to cover a period of service for which retirement deductions were withheld from your salary but later refunded to you following your separation from civilian employment. No credit is allowed in the computation of annuity for the period of service covered by the refund unless redeposit is made. The amount you may owe is approximately \$ \_\_\_\_\_.

**ANNUITY**

Annuities are computed on full months of service. The estimated annuity below is based on your ☒ Bureau service, ☐ other civilian Government service and/or ☒ military service known to us, totalling **32** years, **1** months and **15** days. CSC makes the official computations and determines whether prior service is creditable, advising you direct the exact amount of your annuity. The figures below are only estimates, and they do not take account of deduction for health insurance coverage. You should receive the first annuity check about 2 months after separating from the Bureau's rolls.

**TYPES OF ANNUITY****Married applicants only**

	With Deposit	Without Deposit	With Redeposit	Without Redeposit	With Deposit & Redeposit
<input checked="" type="checkbox"/> Reduced Type of Annuity with benefit to Widow or Widower	\$ _____ <b>705</b>	\$ _____ <b>701</b>	\$ _____	\$ _____	\$ _____
<input checked="" type="checkbox"/> Annuity Without Survivor Benefit	\$ _____ <b>750</b>	\$ _____ <b>754</b>	\$ _____	\$ _____	\$ _____

**Unmarried applicants only  
(Including Widowed or Divorced)**

<input type="checkbox"/> Annuity without Survivor Benefit	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<input type="checkbox"/> Reduced Annuity with Benefit to Person having an Insurable Interest	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
<input type="checkbox"/> Survivor Annuity (55% of all or whatever portion of your earned annuity you specify)	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

plus annuity for each eligible child.

**SEPARATION FROM ROLLS**

Since you ☒ will cease active duty ☐ ceased active duty on **8-1-68** your annuity will commence **8-16-68** immediately following the ☐ cease active duty date or ☒ expiration of current accrued annual leave on **8-15-68** earned through **8-1-68**. Item B4 on application ☐ changed to ☐ should be changed to close of business \_\_\_\_\_ . If annual leave was or will be used by you subsequent to \_\_\_\_\_ , this date will change and the Bureau should be immediately advised.

- ☐ If retirement is for disability, separation takes effect after the approval of CSC is received by the Bureau or after the expiration of accrued sick leave, whichever occurs later. Under Internal Revenue Service regulations, some sick pay and disability income is not taxable; thus, you may be able to exclude from Federal income tax liability all or a part of the payments you receive for sick leave used and for annuity received as a disability annuitant. Any such exemption would terminate when you reach normal retirement age. Questions you may have as an annuitant regarding your income tax liability or privileges can be answered by the Internal Revenue Service.
- ☒ You will receive a lump-sum payment for your accumulated annual leave in the approximate amount of \$ **1750**. A deduction for Federal income tax has been made from this estimate.

JUL 10 1968

67- -341

3/10

#### FEDERAL EMPLOYEES' GROUP LIFE INSURANCE

- ☐ Records show you elected Optional Insurance of \$10,000 and have Regular Insurance of \$ \_\_\_\_\_.
- ☒ Records show you declined Optional Insurance but are covered by Regular Insurance of \$ 19,000.
- ☐ Records show you waived both Regular and Optional Insurance.

You may continue your group life insurance coverage following retirement or convert such insurance to an individual life insurance policy without being required to undergo a physical examination. Conversion to an individual life insurance policy necessitates paying the usual premium for a person of your age and class of risk. If you decide to convert, the Bureau should be immediately advised. Otherwise, SF-56, "Agency Certification of Insurance Status," will be forwarded to CSC and a copy sent to you. If you elect to continue Regular Insurance coverage, such protection will continue premium free until you reach age 65. At that time coverage will be reduced 75% (at 2% per month) by the time you reach age 68 years and 2 months. The remaining 25% is also premium free for the remainder of life. Optional Insurance of \$10,000, if continued after retirement, will be at full premium cost until you reach age 65. Thereafter, it is cost free for the remainder of life and commencing at age 65 it will be reduced 75% at the same rate as Regular Insurance. The premium cost for Optional Insurance for all employees up to age 34 is \$78 per year, from age 35 through 54 it is \$156 per year, and from age 55 to age 65, the cost increases to \$520 per year. Optional Insurance coverage may be waived at any time by notifying CSC and you may still keep your Regular Insurance. Following retirement, double indemnity benefits concerning accidental death and dismemberment no longer exist for either Regular and Optional Insurance.

#### DESIGNATION OF BENEFICIARY, STANDARD FORM 54, FEDERAL EMPLOYEES' GROUP LIFE INSURANCE

Designation filed:

- ☒ No, but not necessary as beneficiary will be in order of precedence used by United States Government, i.e., (1) widow or widower, (2) children, (3) parents, etc.
- ☐ Yes; beneficiary designated as \_\_\_\_\_.
- This designation is being forwarded to CSC and it will remain valid unless changed or canceled. Contact CSC for any change desired following retirement.

#### FEDERAL EMPLOYEES HEALTH BENEFITS ACT OF 1959

- ☐ Records show you elected not to enroll.
- ☒ Records show you enrolled in the following plan:
- ☐ Government-wide Service Benefit Plan (Blue Cross - Blue Shield)
  - ☐ Government-wide Indemnity Benefit Plan (Aetna Life Insurance Company)
  - ☐ Comprehensive Medical Plan
  - ☒ Special Agents Mutual Benefit Association (SAMBA)

**Note:** The life insurance you have under this plan will continue in force for 6 months following your last semi-annual premium payment. If you desire to continue the protection beyond this time, you may do so without a physical examination. You may elect to continue up to age 70 at group rates a specific amount of your SAMBA Life Insurance. If you presently carry \$3,000 of life insurance with SAMBA, you may continue \$1,000 after you retire at a cost of \$2.25 semiannually. If you presently carry \$7,000 to \$11,000, you may continue \$3,000 at a cost of \$11.25 semiannually. If you presently carry \$11,000 or over, you may continue \$6,000 at a cost of \$27.45 semiannually. The life insurance that cannot be continued with SAMBA can be converted to a regular policy with Prudential. At age 70 you may convert the amount of life insurance carried with SAMBA to a regular policy with Prudential.

Your desire in respect to your SAMBA life insurance at retirement should be communicated in writing to SAMBA 1720 Massachusetts Avenue, Northwest, Washington, D. C. 20036. If you have Dependents Group Life Insurance, this will continue until the next semiannual premium is due (1-10 or 7-10), with a 31-day grace period. You may convert the insurance on your spouse to an individual policy with The Prudential Insurance Company of America without a medical examination. The premium will be the same as if your spouse applied for an individual policy at that time. You may make the necessary conversion arrangements through the nearest Prudential Office.

Unless you cancel your present enrollment, you will remain under your health benefits plan after retirement, and your enrollment will be transferred to CSC. The cost of your share of the plan will be deducted from your annuity by CSC.

Enrollment of an employee who dies while he is enrolled "for self and family" continues for his family if at least one family member is entitled to an annuity as the survivor. If the survivor annuitant is the only eligible family member, the retirement system will automatically change the enrollment to "self."

The original of Standard Form 2810, "Notice of Change in Enrollment Status," will be forwarded to you by the Bureau at a later date.

#### SPECIAL ACCIDENT AND TRAVEL INSURANCE (SATI)

If you are a member of SATI, after your retirement you may continue but not increase coverage up to a maximum of \$25,000 at the rate of \$2.25 per thousand. If you have coverage on your wife and children, it will continue only until the next premium is due, and cannot be renewed. Further information on SATI can be secured by writing Wright and Co., 1001 Connecticut Avenue, Northwest, Washington, D. C. 20036.

#### ENCLOSURES

- ☐ Standard Form 2801, "Application for Retirement"
- ☒ Standard Form 8, "Notice to Federal Employee About Unemployment Compensation"
- ☒ Pamphlet, "Your Retirement System."
- ☐ Standard Form 2801-B, "Physician's Statement," for disability retirement.

Mr. Tolson	✓
Mr. DeLoach	✓
Mr. Mohr	✓
Mr. Bishop	✓
Mr. Casper	✓
Mr. Callahan	✓
Mr. Conrad	✓
Mr. Felt	✓
Mr. Gale	✓
Mr. Rosen	✓
Mr. Sullivan	✓
Mr. Tavel	✓
Mr. Trotter	✓
Tele. Room	✓
Miss Holmes	✓
Miss Gandy	✓

b6  
b7C

Milwaukee, Wisconsin  
July 1, 1968

b6  
b7C

Mr. J. Edgar Hoover, Director  
Federal Bureau of Investigation  
U. S. Department of Justice  
Washington, D.C. 20535

Dear Mr. Hoover:

I have submitted this date an Application  
for Retirement from the Federal service to become  
effective at the close of business August 15, 1968.

It has been an honor and privilege to have  
worked as a Special Agent for the FBI under your  
leadership. I shall treasure the thoughts of working  
with other associates in the FBI all of the days of  
my life.

I will be available to again enter active  
duty if ever there should arise a National emergency,  
and my services are needed.

Sincerely yours,

*J. Richard Nichols*  
J. Richard Nichols  
Special Agent

*W  
J  
H  
A*

*70-193- app for  
retirement det. sent to  
adm. Div.*

*ack let  
sent 7/9/68  
wcc/shb*

REC-151

67-87294-3411	
Searched	Numbered
8 JUL 2 1968	

THREE  
*shb*



**UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION**

*In Reply, Please Refer to  
File No.*

Director  
Federal Bureau of Investigation  
United States Department of Justice  
Washington, D. C. 20535

Dear Sir:

For inclusion in the fund to be paid to the designated beneficiary of any Special Agent of the FBI who has previously contributed to this fund and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by Check - Money Order) the sum of \$20, payable to S.A.I.F., to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for a continuous period of two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund which I understand is to be administered in the following manner.

The Director of the FBI will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director in pertinent matters. The Assistant Director of the Administrative Division of the FBI shall receive all contributions and account for same to the Director. Upon the death of any Special Agent who is a member of said fund the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Assistant Director of the Administrative Division, directing him to pay to the designated beneficiary the sum of \$20,000. The liability of the fund shall not under any circumstances exceed the amount of monies in the fund at the time any liability shall occur.

**EXECUTE IN DUPLICATE AND SUBMIT BOTH COPIES TO THE BUREAU**

Official Bureau Name (please type or print)	Date	Office of Assignment (or SOG Division)
SA <i>J. Richard Nichols</i>	<i>5/14/68</i>	<i>MILWAUKEE</i>

The following person is designated as my beneficiary for Special Agents Insurance Fund:

Name (primary)	Relationship
[Redacted]	<i>WIFE</i>

Address	
[Redacted]	<i>MARYLAND</i>

Name (co)	Relationship
[Redacted]	<i>DAUGHTER</i>

Address	
<i>(SAME AS ABOVE)</i>	

Do you desire to designate the above-listed beneficiaries as the beneficiary and contingent beneficiary respectively of the Chas. S. Ross Fund as well? ☒ Yes ☐ No If not, the entire following portion must be executed.

The following person is designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in the line of duty, other than travel accidents.

Name (primary beneficiary; use given first name if female)	Relationship

Address	

Name (contingent beneficiary, if desired; use given first name if female)	Relationship

Address	

Very truly yours,

*J. Richard Nichols*  
Special Agent

Received  
Insurance Fund

JUN 1 1968

J. Edgar Hoover, Dir.

UNITED STATES GOVERNMENT

# Memorandum

TO : Director, FBI 462-18-9976 <sup>017</sup>/<sub>L.W.</sub>

FROM : SA J. RICHARD NICHOLS  
(Name of employee)

MILWAUKEE  
(Office of assignment)

SUBJECT: OFFICES OF PREFERENCE

DATE: May 24, 1968

Attention: Movement Unit

*Row*

Please list my offices of preference as follows:

1. Baltimore 3050
2. Richmond 3710
3. Philadelphia 3620

*JPM*  
*L.W.*

8

MAY 29 1968 <sup>MA/RB</sup>

*[Stamp]*

May 21, 1968

PERSONAL

Mr. J. Richard Nichols  
Federal Bureau of Investigation  
Milwaukee, Wisconsin



Dear Mr. Nichols:

Your letter of May 16, 1968, has been received concerning your wish for transfer back to Washington, D. C., or the vicinity and in which you indicate you would like to talk to me personally.

I regret to advise my schedule will not permit giving you the desired appointment. Your wish for change in your assignment has been given every consideration but favorable action cannot be taken. The Washington Field Office is listed as your only office of preference. You will be considered in connection with suitable vacancies in this or any other office you may care to designate.

Sincerely yours,

J. Edgar Hoover



1 - SAC, Milwaukee (Personal Attention) With copy of letter from SA Nichols

LLD:mcg  
(4)

Based on memorandum Adams to Callahan dated 5-20-68, LLD:mcg.

Tolson \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Mohr \_\_\_\_\_  
Bishop \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

MAIL ROOM ☐ TELETYPE UNIT ☐

MAY 21 1968  
81

*[Handwritten signatures and initials]*  
JBA  
HND  
JBA  
HND

July 11, 1968

Honorable Andrew E. Ruddock  
Director  
Bureau of Retirement and Insurance  
Civil Service Commission  
Washington, D. C. 20415

RE: J. RICHARD NICHOLS  
SPECIAL AGENT  
REQUEST FOR RETIREMENT  
EFFECTIVE AUGUST 15, 1968

Dear Mr. Ruddock:

Enclosed is an Application for Retirement executed by the above-named individual who has indicated that he desires his retirement to be effective on the date shown above. A copy of his Form 2806 is also enclosed.

During his service with this Bureau, he has participated in the investigation of violations of laws of the United States and has performed duties of a hazardous nature. His services have been entirely satisfactory and he has met the requirements necessary to retire under the provisions of Section 6(c) of the Civil Service Retirement Act, as amended.

In accordance with the action of the Attorney General delegating authority to me to make appropriate recommendations in connection with applications for retirement from employees of the Federal Bureau of Investigation, I hereby recommend that this Special Agent's retirement be approved.

Sincerely yours,

John Edgar Hoover  
Director

Tolson \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Mohr \_\_\_\_\_  
Bishop \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_

Enclosures (2)

GB:ltt (8)\*

1 - Miss [redacted]  
1 - Mrs. [redacted]  
1 - Mr. [redacted]

1 - Mr. [redacted]  
1 - Movement, 5524

NOTE: Active duty to cease 8/1/68; retirement effective 8/15/68

MAIL ROOM ☐ TELETYPE UNIT ☐

b6  
b7c



TO: Director, FBI

DATE: July 1, 1968

FROM: SAC, Milwaukee

Name of Employee <b>J. RICHARD (NICHOLS)</b>	EOD Date <b>4-24-36 (Clerk)</b> <b>8-16-48</b>	Title <b>Special Agent</b>
Last Local Address <b>6904 Terrace Court, Wauwatosa, Wis.</b>	Forwarding Address (include Zip Code, if known) <b>20901</b> <b>Silver Spring, Md.</b>	
Cease-active-duty Date (hour and last day physically at work) <b>5:00 P.M., 8-15-68 (See Item G)</b>	Working Hours (include workweek if other than Monday - Friday) <b>8:15 A.M. to 5:00 P.M.</b>	
Interview Conducted By (Signature) <i>Thomas W. Leavitt</i> <b>Thomas W. Leavitt</b>	Title <b>Assistant Special Agent in Charge</b>	

LEAVE DATA Leave category ☐ 4 ☐ 6 ☒ 8  
Hours of accrued leave employee will have at close of business on cease-active-duty date. AL 240 SL 1434  
Hours of accrued annual leave carried over at beginning of current leave year. AL 239  
If employee has been granted advanced leave, indicate number hours owed at close of cease-active-duty date. AL -- SL --

(READ BEFORE INTERVIEWING)

The exit interview, to be beneficial, must be conducted as promptly as possible after receipt of resignation. Where it involves a clerical employee, it shall be conducted by the Agent supervisor under whose jurisdiction the employee works. Where it involves a Special Agent, each SAC shall personally conduct the exit interview. In the absence of the SAC, the exit interview should then be conducted by the official in the field office who is acting for him. In every instance the exit interview form shall indicate the name of the official who actually conducted the interview and the form must be signed by him above in the space provided. There are to be no exceptions. The interview should be conducted in adequate privacy with adequate time. It should be designed to supplement resignation, to obtain real, motivating reason for resignation, to serve as basis for (1) information supplied by Bureau upon request by State Unemployment Compensation Boards, (2) accurate analysis of turnover, (3) determining necessary or desirable organizational improvements, and (4) permitting a recorded recommendation regarding future reinstatement. Many times, an exit interview, properly and promptly conducted, results in saving a valuable employee. On involuntary separations, the exit interview is designed to record the reason and any pertinent comments, it being assumed the recommendation would be unfavorable for reinstatement.

REASONS GIVEN FOR SEPARATION (Check block applicable)

1. Military ☐
2. Other employment (Check both reason and type)  
Reason:  
☐ a. Promotional prospects or better salary  
☐ b. Enter different field  
☐ c. Vicinity of home  
Type:  
☐ a. Other Government employment  
☐ b. Private industry  
☐ c. Self-employment
3. Transfer ☐ failure to obtain ☐ unable to accept
4. Personal  
☐ a. Living costs  
☐ b. Transportation  
☐ c. Poor health (self)  
☐ d. Poor health (family)  
☐ e. Marriage  
☐ f. Maternity (See also item E)  
☐ g. Attend school  
☐ h. Change of residence (husband or family moving)  
☐ i. Housewife or child care
5. Involuntary  
☐ a. Dropped from rolls ☐ with prejudice ☐ without prejudice  
☐ b. Resignation requested  
☐ c. Dismissed with prejudice
6. Voluntary resignation accepted with prejudice ☐
7. Retirement ☒ optional (include liberalized) - give reason  
**10 JUL 1968**
8. Other (Explain under Comments) **70**

(over)

- A. 1. Did employee resign prior to expiration of any agreement made, such as in connection with initial appointment, special training, official transfer, foreign assignment, etc.? ☐ Yes ☒ No  
2. Did employee violate terms under transfer agreement FD-384, FD-282, Foreign Assignment, or Government Employees Training Act, FD-375? ☐ Yes ☒ No  
3. If Seat of Government clerical employee, did employee resign within 100 days of entrance on duty? ☐ Yes ☐ No  
4. If answer to either question 2 or 3 above is "yes":  
a. ☐ Advised employee any money due being held in abeyance until determination is made as to any indebtedness.  
b. ☐ Advised Bureau of resignation, Attention Voucher-Statistical Section on \_\_\_\_\_  
by ☐ teletype ☐ radiogram ☐ telephone.
- B. Does employee have any specific suggestion for improving the organization? ☒ No ☐ Yes If so, explain. (*In the event the suggestion is new, it should be presented to the Bureau for consideration. If previously considered by Bureau and adopted or turned down the employee should be so advised.*)
- C. Has employee been cautioned about divulging confidential information acquired in job? ☒ Yes ☐ No Failure to abide by this provision violates Department of Justice regulations and may violate certain statutes providing maximum severe penalties of a \$10,000 fine or 10 years' imprisonment, or both.
- D. All Government property, documents made or received while in the FBI's service, including FBIRA card, will be collected on date employee ceases active duty (exceptions: commendation, censure or promotion letters or copies of expense vouchers, etc.). ☒ Yes ☐ No
- E. If employee is resigning for maternity purposes, appropriate block must be marked:  
☐ Employee does not desire payment for accrued sick leave as she will not be incapacitated for duty after indicated cease-active-duty date.  
☐ Doctor's certificate attached indicating (1) employee is incapacitated for duty after indicated cease-active-duty date, and (2) expected date of confinement.  
☐ Doctor's certificate attached indicating employee can safely continue working to date specified. (*Applicable to those cases where the employee desires to work up to less than 6 weeks before expected date of delivery.*)
- F. Was employee instructed to furnish forwarding address to all firms with which accounts or business transactions have been established? ☒ Yes ☐ No Was employee urged to satisfactorily pay his (her) just debts? ☒ Yes ☐ No
- G. Comments: (*Please state specific individual reason in explanation of check on other side of form. Set out if it can possibly be obtained, (1) re employment - information as to where the other employment will be, its nature, the salary that will be paid and when it will begin; (2) re school - date employee proposed to enroll.*)

Employee will take ten days accrued annual leave immediately prior to 8-15-68.

- I. Recommendations re reinstatement: ☐ Yes ☐ No (*If No, explain why.*)

Not applicable.

July 9, 1968

PERSONAL

Mr. J. Richard Nichols  
Federal Bureau of Investigation  
Milwaukee, Wisconsin

Dear Mr. Nichols:

I have your letter of July 1, 1968,  
requesting retirement, and am sorry that you are soon  
to leave our organization.

It is a pleasure to express to you my  
appreciation for the fine work you have performed.  
The contributions you have made to the FBI's accom-  
plishments entitle you to a feeling of pride.

Thank you for your kind comments and  
offer to be of further assistance. [redacted] and  
you have my very best wishes.

JAC:klb  
(8) Sincerely,  
J. Edgar Hoover

- 1 - Miss [redacted]  
1 - Voucher-Statistical Section (Sent Direct)  
1 - Miss [redacted] (Last physical on 9-21-67)  
1 - Mr. [redacted] -SA Nichols' cease active duty date is 8-1-68. EOD 4-24-36 as Clerk; 8-16-48 as SA. Place on Special Correspondents' List. Forwarding address: [redacted] Silver Spring, Maryland 20906.  
1 - SAC, Milwaukee (Personal Attention)(Enclosures 4) The attached Form 3-496 with 2 enclosures should be given to SA Nichols. There is also attached a copy of Form 3-496 for your information.

NOTE: SA Nichols is qualified by age and service for retirement under liberalized provisions of the Civil Service Retirement Act. He is assigned as an Agent at Milwaukee in GS-13, \$15,757 per annum (\$16,809 effective 7-14-68)

MAIL ROOM ☐ TELETYPE UNIT ☐

b6  
b7C

b6  
b7C

UNITED STATES GOVERNMENT

# Memorandum

TO : Director, FBI

DATE: 8-20-68

Attention: Administrative Division

FROM : SAC, MILWAUKEE

SUBJECT: J. RICHARD NICHOLS

1. Pers. Actions *apm*
2. Property *ll*
3. Movement *ll*
4. Payroll *ll*

The following is submitted in connection with the separation of the above employee who ceased duty 8-15-68

The following Bureau property obtained and is ☐ enclosed, ☒ transmitted under separate cover by ☒ registered mail  
☐ railway express

- ☒ Bureau Badge with case # 49
- ☒ Commission Card with case # 2678
- ☒ Agent's Brief Case
- ☐ Zipper Brief Case
- ☒ Colt Official Police Revolver # 634433
- ☐ S & W Military and Police Revolver # \_\_\_\_\_
- ☒ Holster and adapter for above revolver
- ☒ FBI Handbook # 1166
- ☐ Inspectors' Manual # \_\_\_\_\_
- ☒ GTRs numbers A3,921,471 through A3,921,480  
(retained in office for future use)
- ☒ FBIRA Card ☒ destroyed, ☐ not a member, ☐ unable to locate
- ☐ FBI Identification Card # \_\_\_\_\_, destroyed in office
- ☐ Handbook for FBI Employees, retained for future use
- ☐ U. S. Government Operator's Identification Card # \_\_\_\_\_
- ☐ Non-Agent Credential Card with case # \_\_\_\_\_

The following are attached for the Bureau: REC-139

- ☐ Performance Rating as of the cease-active-duty date
- ☐ Electrocardiogram tracings

Forwarding address: Silver Spring, Maryland 20906

Remarks:

DWE/w  
(3)

1 - Package

☒ Enc.

67-57274-3243
SEARCHED
INDEXED
8 AUG 27 1968

b6  
b7c

132

SAC, Miami

September 25, 1970

Director, FBI

1 - Mr. Sullivan	1 - Mr. Cooke
1 - Mr. Rosen	1 - Mr. Mohr
1 - Mr. Malley	1 - Mr. Bishop
1 - Mr. Shroder	1 - Mr. Callahan

ITOM MATTERS  
MIAMI DIVISION  
ITOM

Reurlet 9/16/70.

For your assistance in evaluating information furnished [redacted] is alias used by [redacted] of former SA J. Richard Nichols, not [redacted] of former Assistant to the Director Louis B. Nichols [redacted]. The alias [redacted] was used by this individual in his capacity as [redacted] of the [redacted] in Washington, D. C.

b6  
b7C  
b7D

BHC:bkc  
(8)

- 1 - Case file.
- ① - 67-87294

NOTE: By letter 9/16/70 Miami advised that a former informant, [redacted] Florida, wrote a letter to the Miami office containing the information [redacted].

b6  
b7C  
b7D

[redacted] He identified this [redacted] as an individual known to the informant as [redacted] who was [redacted] Washington, D. C., and Florida [redacted]. The informant indicated that this individual's real name is [redacted] and the individual claims [redacted] Assistant to the Director.

Personnel file of former SA John Richard Nichols discloses he first entered on duty as a clerk on 4/24/36 and was appointed as Special Agent 8/16/48 and served in Omaha, Philadelphia, WFO, and Milwaukee until he retired 8/15/68. The personnel file

CONTINUED ON NEXT PAGE

9-25-70  
DUPLICATE YELLOW  
83

NOTE CONTINUED:

discloses this Agent [redacted]  
[redacted] of the [redacted] in Washington, D. C. during  
the time this Agent was assigned to the WFO. The [redacted]  
[redacted] is composed of [redacted] whose purpose is to advance  
their various interests.

b6  
b7c

December 11, 1968

Montgomery County Government  
Personnel Office, Room 330  
County Office Building  
Rockville, Maryland 20850

Gentlemen:

Receipt is acknowledged of your inquiry of  
December 5, 1968, directed to Mr. [REDACTED]  
regarding Mr. John Richard Nichols.

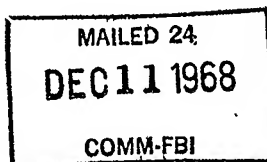
b6  
b7C

Mr. Nichols was employed in a clerical  
capacity from April 24, 1936, to April 23, 1938,  
and from July 1, 1938, to August 16, 1948, when he  
was appointed to the position of Special Agent.  
After a period of training, he performed investi-  
gative duties. He retired August 15, 1968. He  
received salary ranging from \$1260 per annum to  
\$16,809 per annum. His services were satisfactory  
and nothing was known which would reflect unfavor-  
ably on his character or integrity during the periods  
in which he was an employee of this Bureau.

Very truly yours,

John Edgar Hoover  
Director

bch  
(3)  
67-87294



Tolson \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Mohr \_\_\_\_\_  
Bishop \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holloman \_\_\_\_\_  
Gandy \_\_\_\_\_

MAIL ROOM ☐ TELETYPE UNIT ☐

Montgomery County Government  
County Office Building  
Rockville, Maryland 20850

Name of Applicant	NICHOLS, John Richard
Position Applied For	Investigator
<input type="checkbox"/> Has Listed Your Name as a Reference.	
<input checked="" type="checkbox"/> Claims Employment With You or Your Office.	1936 to 8/15/68

DATE December 5, 1968

NAME AND ADDRESS	Mr. [Redacted] Federal Bureau of Investigation Washington, D. C.
------------------	--

CONFIDENTIAL INQUIRY

The person whose name appears here has applied for a position with the Montgomery County Government. It would be appreciated if you would furnish to the best of your knowledge the information requested below.

This information will be considered confidential. As final selection for this position will be influenced by your reply, we would appreciate hearing from you as soon as possible.

A stamped self-addressed envelope is enclosed for your convenience. If assistance is required in completing this form or if you have any questions, please contact the Recruitment Office, 279-1271.

b6  
b7C

RELATIONSHIP TO APPLICANT

- |  |  |
|--|--|
| <input type="checkbox"/> EMPLOYER        | <input type="checkbox"/> FELLOW EMPLOYEE         |
| <input type="checkbox"/> SUPERVISOR      | <input type="checkbox"/> FRIEND                  |
| <input type="checkbox"/> ACQUAINTANCE    | <input type="checkbox"/> RELATIVE (Relationship) |
| <input type="checkbox"/> OTHER (Specify) |  |

FROM: / / TO: / /

EMPLOYMENT INFORMATION

From	To	Position Title
Beginning Salary	Date	Last Salary Date
Reason For Termination	Would You Re-Employ This Applicant? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Involuntary, Explain Under Remarks.		If No, Give Reasons Under Remarks Section.

EVALUATION OF APPLICANT'S WORK PERFORMANCE

Item	Below Average	Average	Above Average	No Basis For Judgement
Attendance				
Neatness				
Accuracy				
Application of Knowledge & Skills				
Potential For Future Development				
Emotional Stability				
Reaction Under Pressure				
Ability To Work With Others				
Ability To Grasp Problems				
Supervisory Ability				
Accepts Supervision				
Overall Work Evaluation				

PERSONAL APPRAISAL

	Poor	Fair	Good	Very Good	Excellent
General Health					
Reputation					
Honesty					
Reliability					
Initiative					
Judgement and Tact					
Responsibility					

Has applicant ever been dismissed, discharged, or forced to resign from any employment?

Yes No Not Known

Has applicant ever been a defendant in a civil or criminal court case?

Does applicant engage in, abet, advise or teach activities intended to overthrow, destroy, alter or assist in the overthrow, destruction, or alteration of the constitutional form of the government of the United States or the State of Maryland or any division thereof, by resolution, force or violence?

Is the applicant a member of the Communist Party or a member of any group affiliated with the Communist Party in any way?

Is the applicant a member of any Fascist organization or a member of any group affiliated with a Fascist organization in any way?

OVER ALL EVALUATION OF APPLICANT'S QUALIFICATIONS

Please indicate your evaluation of the applicant's qualifications to perform in the position under consideration. (See enclosed Job Announcement). If you have no knowledge of his or her work performance, evaluate from personal observations, personality and habits.

- |   |  |
|---|--|
| <input type="checkbox"/> OUTSTANDING      | <input type="checkbox"/> QUALIFIED     |
| <input type="checkbox"/> WELL QUALIFIED   | <input type="checkbox"/> NOT QUALIFIED |
| <input type="checkbox"/> OTHER (Specify): |  |

REMARKS: (Use Reverse Side of This Form or Additional Sheet of Paper, If More Space Required)

Signature	Title	Date
-----------	-------	------



7/68

MONTGOMERY COUNTY PERSONNEL BOARD  
ROCKVILLE, MARYLAND

CPB No. 6134

I N V E S T I G A T O R

(Grade 26)

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>	<u>Step G</u>
\$8,031	\$8,433	\$8,855	\$9,298	\$9,763	\$10,252	\$10,765

(Increments must be earned; they are not automatic)

GENERAL DUTIES AND RESPONSIBILITIES:

The Investigator, Grade 26, shall be responsible to the Deputy Public Defender and through him to the Public Defender for interpreting and carrying out existing methods and procedures relating to investigative activities of the Public Defender's Office by making responsible contacts with the defendant, witnesses, law enforcement officials, outside agencies and organizations, other departmental officials and the general public in connection with investigative activities.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Specific duties and responsibilities shall include investigating criminal cases coming under the jurisdiction of the Public Defender; interviewing defendant, witnesses and other concerned parties and taking statements to obtain factual information while searching for evidence; discussing evidence and evaluating with the Public Defender and assisting in the preparation of an adequate defense for trial. He shall also be responsible for preparing diagrams of and photographing at the scene of the crime; reviewing public records where necessary such as Coroner's records, hospital, police and other pertinent records; testifying in court when required on matters involving investigations conducted; preparing reports and maintaining records of investigative activities; and performing other duties as related.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a Bachelor's Degree in Public or Business Administration or related fields and two (2) years investigatory or regulatory enforcement work. In exceptional cases, an equivalent combination of education and experience may be accepted by the County Personnel Board. The applicant must possess a considerable knowledge of existing criminal codes and court procedures and techniques and procedures of criminal investigation or the ability to rapidly acquire such knowledge. He must also have the ability to analyze and evaluate data collected in the course of investigations; handling of complex investigative problems with tact, resourcefulness and good judgment; and maintenance of accurate and complete records and reports is also required. He must have the ability to deal tactfully, courteously and effectively with people.

LICENSE:

Possession of a valid Maryland State motor vehicle operator's license.

GENERAL INFORMATION AND INSTRUCTIONS ON REVERSE SIDE

" AN EQUAL OPPORTUNITY EMPLOYER "

November 26, 1968

Employee Relations Manager  
Safeway Stores, Incorporated  
6700 Columbia Pike Road  
Landover, Maryland 20785

Dear Sir:

Receipt is acknowledged of your inquiry of  
November 18, 1968, regarding Mr. John E. Nichols.

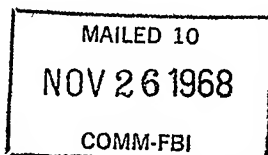
Mr. Nichols was employed in a clerical capacity from April 24, 1936, to April 23, 1938. He was reinstated on July 1, 1938, and placed on leave without pay for military purposes July 14, 1943, until February 11, 1946, when he returned to active duty. He was appointed to the position of Special Agent on August 16, 1948. After a period of training, he performed investigative duties. He retired August 15, 1968. His services were satisfactory and nothing was known which would reflect unfavorably on his character or integrity during the periods in which he was an employee of this Bureau. Our records indicate his Social Security number as 462-18-9976.

Very truly yours,

John Edgar Hoover  
Director

*tes*  
tes  
(3)  
67-87294

Tolson \_\_\_\_\_  
DeLoach \_\_\_\_\_  
Mohr \_\_\_\_\_  
Bishop \_\_\_\_\_  
Casper \_\_\_\_\_  
Callahan \_\_\_\_\_  
Conrad \_\_\_\_\_  
Felt \_\_\_\_\_  
Gale \_\_\_\_\_  
Rosen \_\_\_\_\_  
Sullivan \_\_\_\_\_  
Tavel \_\_\_\_\_  
Trotter \_\_\_\_\_  
Tele. Room \_\_\_\_\_  
Holmes \_\_\_\_\_  
Gandy \_\_\_\_\_



MAIL ROOM ☐ TELETYPE UNIT ☐

**SAFEWAY STORES, INCORPORATED**  
**REQUEST FOR FORMER EMPLOYMENT INFORMATION**

APPLICANT: (Please Print)

Name: (Nichols, John R.

LAST

FIRST

MIDDLE

Maiden Name: \_\_\_\_\_

Social Security No.: 462-18-9976

Dates Employed: From 8/48 To 8/68

MO.

YR.

MO.

YR.

Position Special Agent Full Time ☒ Part Time ☐

I hereby authorize F.B.I.

FORMER EMPLOYER

STREET ADDRESS

Washington, D. C.

CITY

without recourse by me, to release the information requested below  
to SAFEWAY STORES, INCORPORATED.

DATE: 11/18/68 John R. Nichols

SIGNATURE OF APPLICANT

**EMPLOYER**

Please furnish the following information about this applicant.  
It will be held in strict confidence.

**SAFEWAY STORES, INCORPORATED**

**DATES EMPLOYED**

From \_\_\_\_\_ To \_\_\_\_\_ Position \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Position \_\_\_\_\_

Check: Full Time ☐ Part Time ☐

If part time, the average number of hours per week \_\_\_\_\_

**PLEASE CHECK:**

Work Rating: ☒ Excellent ☐ Good ☐ Fair ☐ Unsat. ☐

Attendance: ☐ Excellent ☐ Good ☐ Fair ☐ Unsat. ☐

No. of days absent during year \_\_\_\_\_

No. of Occupational Accidents during year \_\_\_\_\_

Would you re-employ? \_\_\_\_\_

Reason for leaving: 61-87725-344

EC-183 Searched \_\_\_\_\_ Numbered \_\_\_\_\_

TYPE OF BUSINESS: ☒ Supermarket ☐ yp  
☐ Independent Grocery ☐ Other ☐

If job was in retail food business, was it covered by  
union contract? \_\_\_\_\_

Union \_\_\_\_\_ Local \_\_\_\_\_

Total hours worked each year as Grocery Clerk, Checker or  
Stocker \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE

TITLE

DATE

**THREE**

#343  
at 11-23-68  
11-23-68  
ts

UNITED STATES GOVERNMENT

# Memorandum

TO : Director, FBI Attn. Personnel Section

DATE: November 15, 1968

FROM: SAC, Milwaukee (66-1607)

SUBJECT: J. RICHARD NICHOLS  
FORMER SPECIAL AGENT

Attached hereto are electrocardiogram tracings of captioned former Special Agent, who retired effective 8-15-68.

2 - Bureau (Enc. 1)

1 - Milwaukee (66-1607)

DWE:mcs

(3)

ENCLOSURE



NOT RECORDED  
7 NOV 21 1968

THREE

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

WFO

**MEDICAL REPORTS**

PERSONALITY OF *Nichols, J. Richard*

PERSONAL FILE NO. \_\_\_\_\_



*WFO*

FBI Agent

U.S. GOVERNMENT PRINTING OFFICE: 1961 O-589047

*new PPO*

CLINICAL RECORD				ELECTROCARDIOGRAPHIC RECORD				PREVIOUS ECG	
CLINICAL IMPRESSION none				MEDICATION none				<input type="checkbox"/> YES	<input type="checkbox"/> NO
								<input type="checkbox"/> EMERGENCY	<input type="checkbox"/> BEDSIDE
								<input type="checkbox"/> ROUTINE	<input type="checkbox"/> AMBULANT
AGE	SEX	RACE	HEIGHT	WEIGHT	B. P.	SIGNATURE OF WARD PHYSICIAN		DATE	
53	M	W	73"	196	138/78	M.D.		9/21/67	
RHYTHM				AXIS DEVIATION (QRS)				RATES	
<i>RSR</i>				<i>+30</i>				AURIC. <i>56</i> VENT. <i>56</i>	
INTERVALS				P WAVES					
PR <i>0.16</i> QRS <i>0.06</i> QT <i>0.40</i>									
QRS COMPLEXES									
RS-T SEGMENT				T WAVES					
UNIPOLAR EXTREMITY LEADS (Specify)									

PRECORDIAL LEADS (Specify)

SUMMARY, SERIAL CHANGES, AND IMPLICATIONS:

*sinus Bradycardia*  
*Within Normal limits*

SEP 26 1967  
*9am*

(Continue on reverse)

NO. ECG	SIGNATURE	DATE
		SEP 21 1967
PATIENT'S IDENTIFICATION (For typewriter middle)		REGISTER NO.
Nichols, J. Richard		62-18-9976
		WARD NO.
		PPO

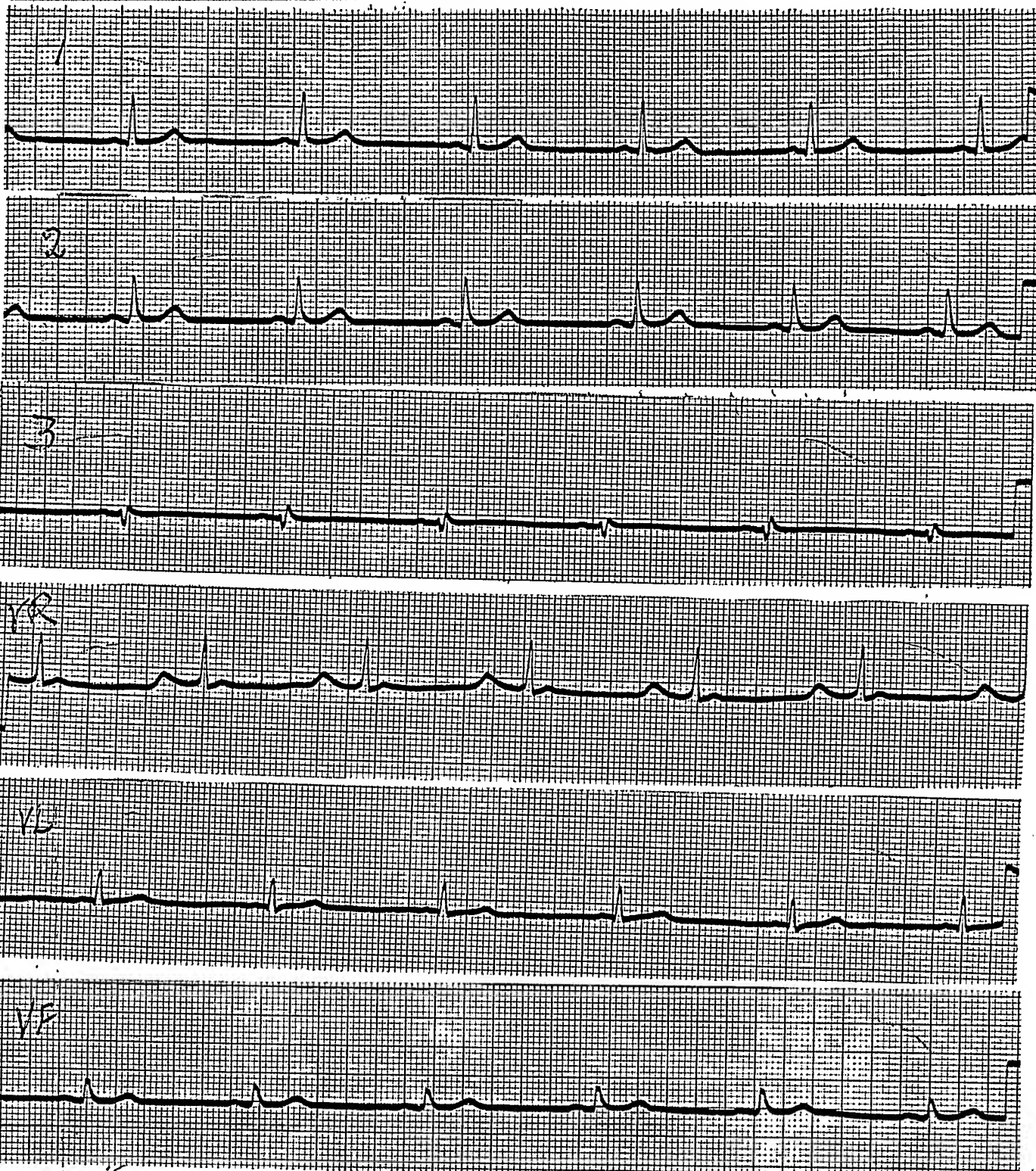
ELECTROCARDIOGRAPHIC RECORD  
Standard Form 520  
520-101  
(Attach tracings to S. F. 507)

*462-18-9976*

b6  
b7C

FBI Agent

• GPO : 1965 - 759526



PATIENT'S IDENTIFICATION (For typed or written entries give: Name—last, first, middle; grade; date; hospital or medical facility)

Nichols, J. Richard

462-18-9976

REGISTER NO.

462-18-9976

WARD NO.

PPO

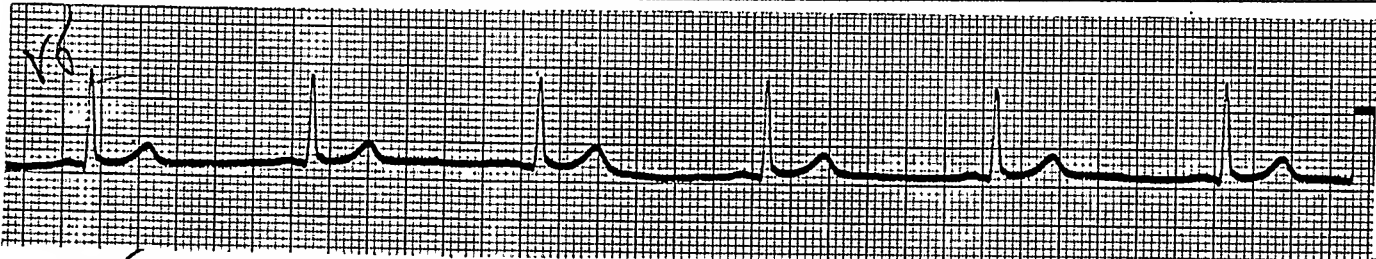
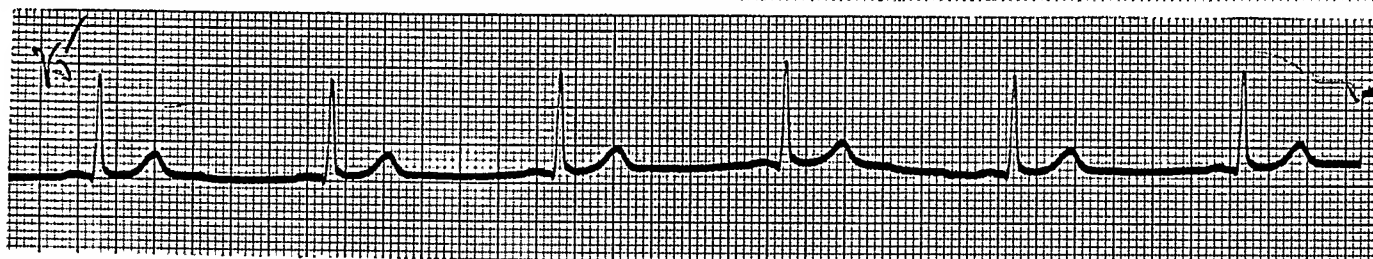
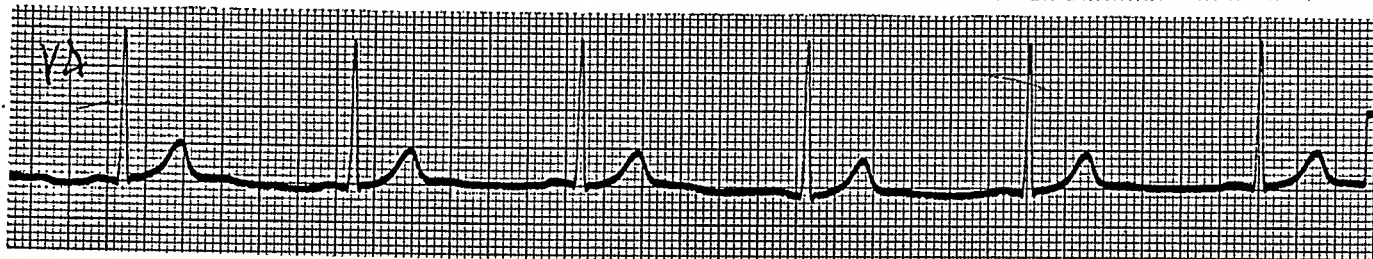
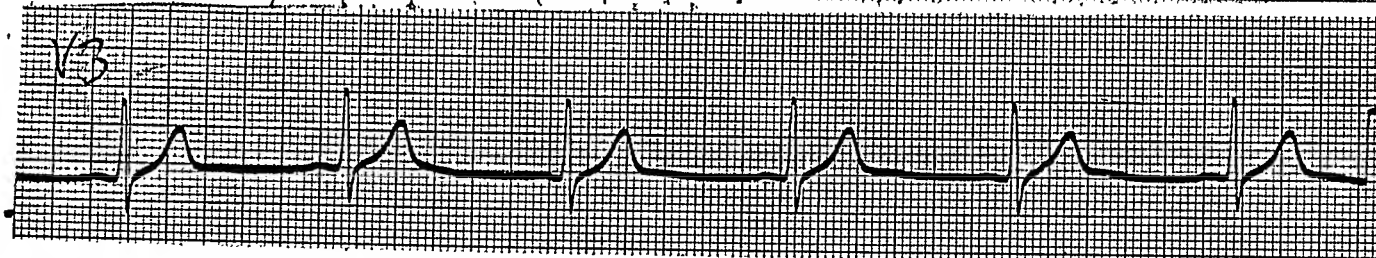
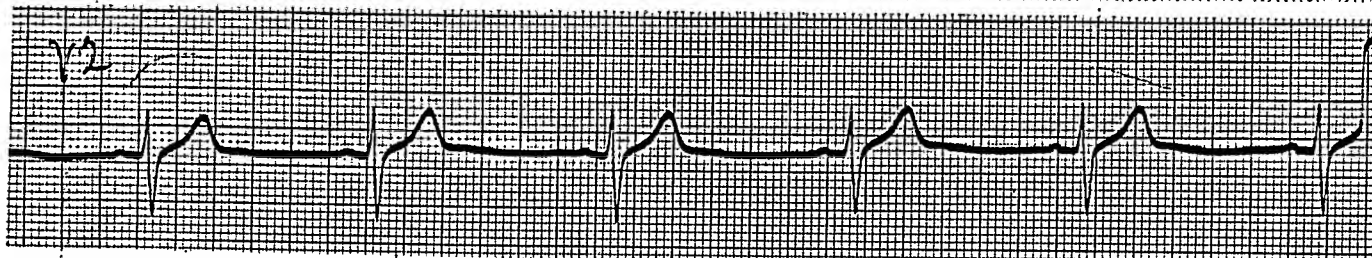
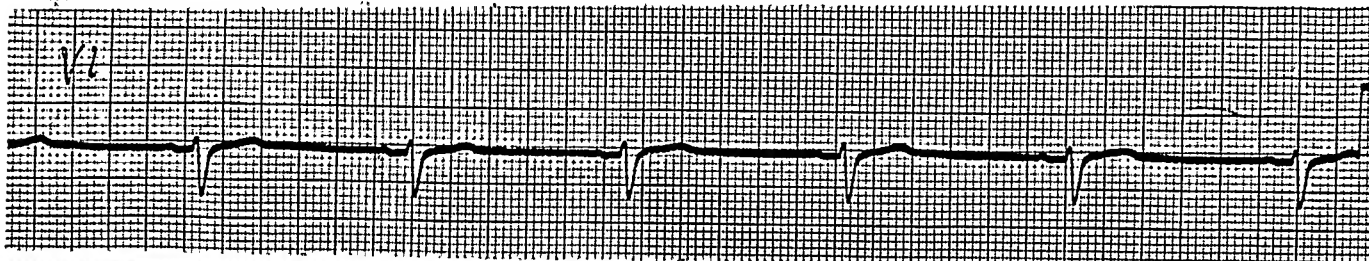
REPORT ON \_\_\_\_\_ or CONTINUATION OF \_\_\_\_\_

Standard Form 507  
507-104

SEP 21 1967



*new*



PATIENT'S IDENTIFICATION (For typed or written entries give: Name—last, first, middle; grade; date; hospital or medical facility)

Nichols, J. Richard

462-18-9976

REGISTER NO.

462-18-9976

WARD NO.

PPO

REPORT ON \_\_\_\_\_ or CONTINUATION OF \_\_\_\_\_

Standard Form 507  
507-104

SEP 21 1967



CLINICAL RECORD		ELECTROCARDIOGRAPHIC RECORD				PREVIOUS ECG	
CLINICAL IMPRESSION		MEDICATION				<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Routine EKG for FBI						<input type="checkbox"/> EMERGENCY	<input type="checkbox"/> BEDSIDE
						<input checked="" type="checkbox"/> ROUTINE	<input checked="" type="checkbox"/> AMBULANT
AGE	SEX	RACE	HEIGHT	WEIGHT	B.P.	SIGNATURE OF WARD PHYSICIAN	
57	M	CAUC	74 1/4	195	120/70		
RHYTHM						AXIS DEVIATION (QRS)	RATES
							AURIC. VENT.
INTERVALS						P WAVES	
PR QRS QT							
QRS COMPLEXES							
RS-T SEGMENT						T WAVES	
UNIPOLAR EXTREMITY LEADS (Specify)							

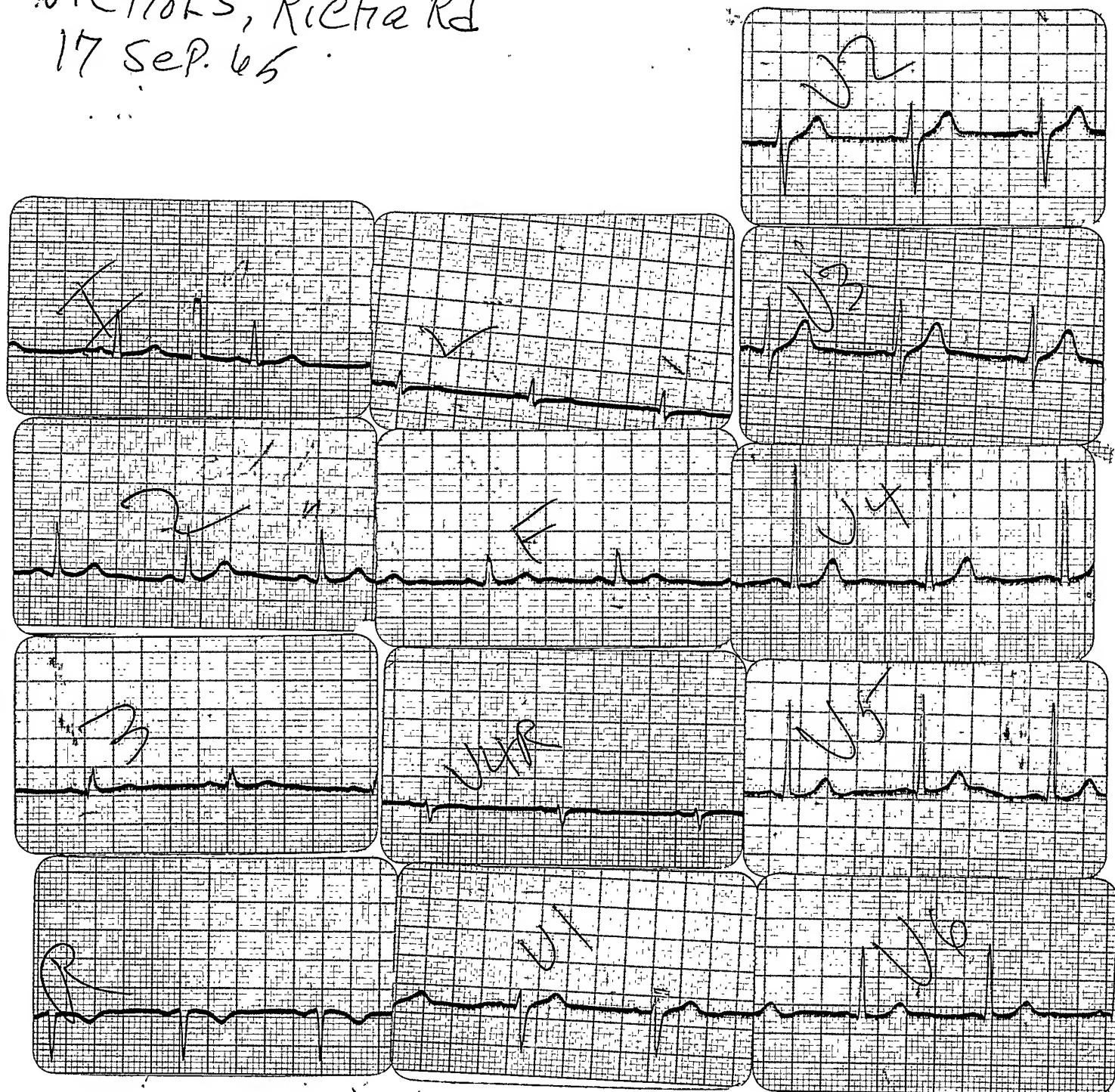
PRECARDIAL LEADS (Specify)

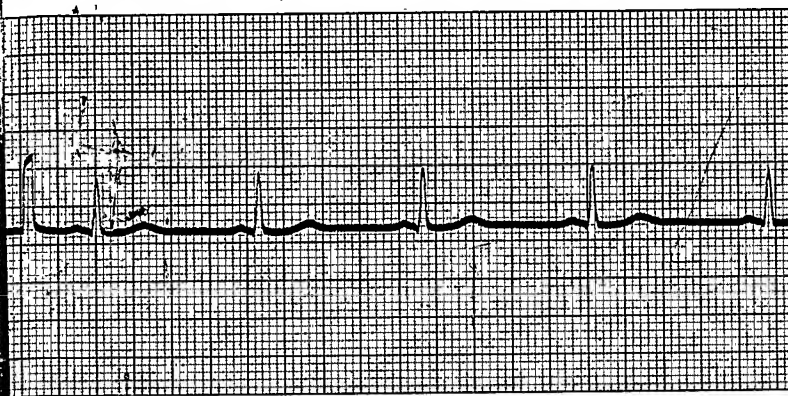
SUMMARY, SERIAL CHANGES, AND IMPLICATIONS:

Normal ECG.

(Continue on reverse)			
NO.	SIGNATURE	TITLE	DATE
496		MAJOR, MC	17 Sept 65
PATIENT'S IDENTIFICATION (For typed or written entries give: Name—last, first, middle; grade; date; hospital or medical facility)		REGISTER NO.	WARD NO.
NICHOLS, RICHARD A.		FBI	PHY. EXAM. SEC.
SA-FBI		ELECTROCARDIOGRAPHIC RECORD	
WRGH		Standard Form 520	
		520-10-1	
		(Attach tracings to S. F. 507)	

Nichols, Ricka Rd  
17 Sep. 65





Beck-De

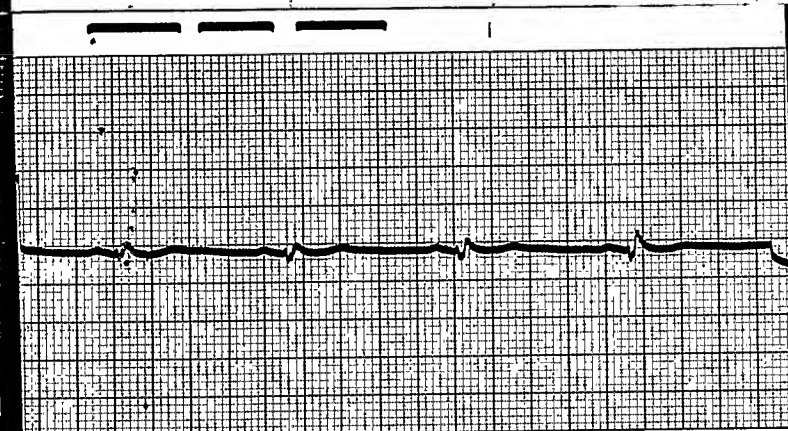
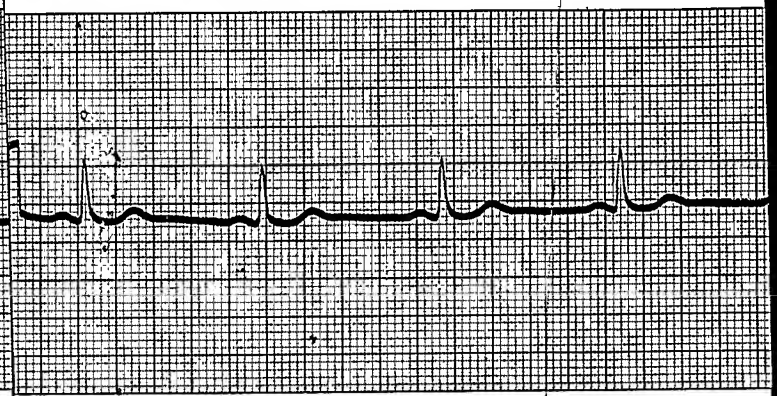
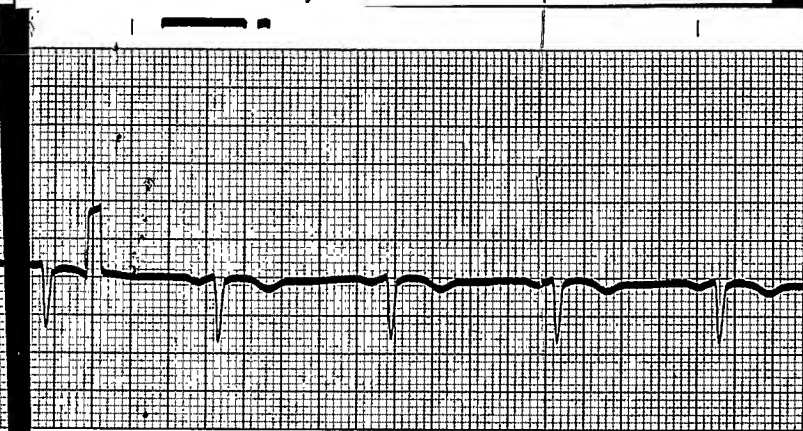
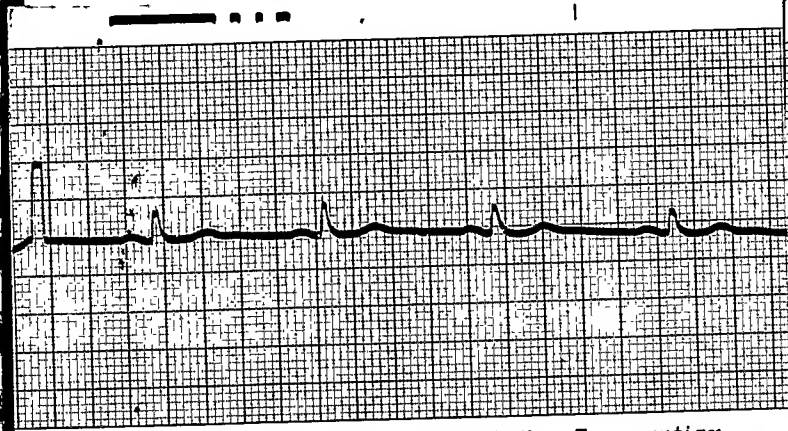


CHART NO. GOS-62



Beck-Dee Corporation



Beck-Dee Corporation

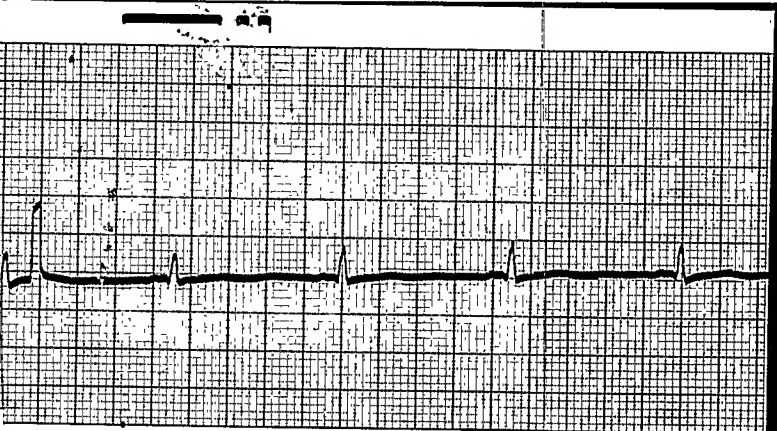


CHART NO. GOS-62

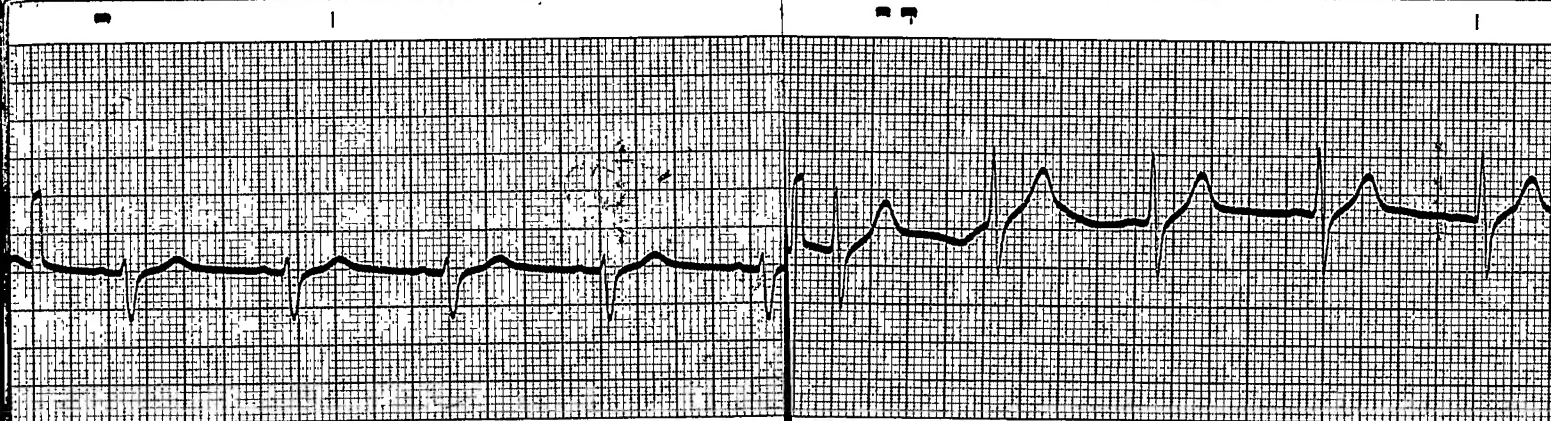
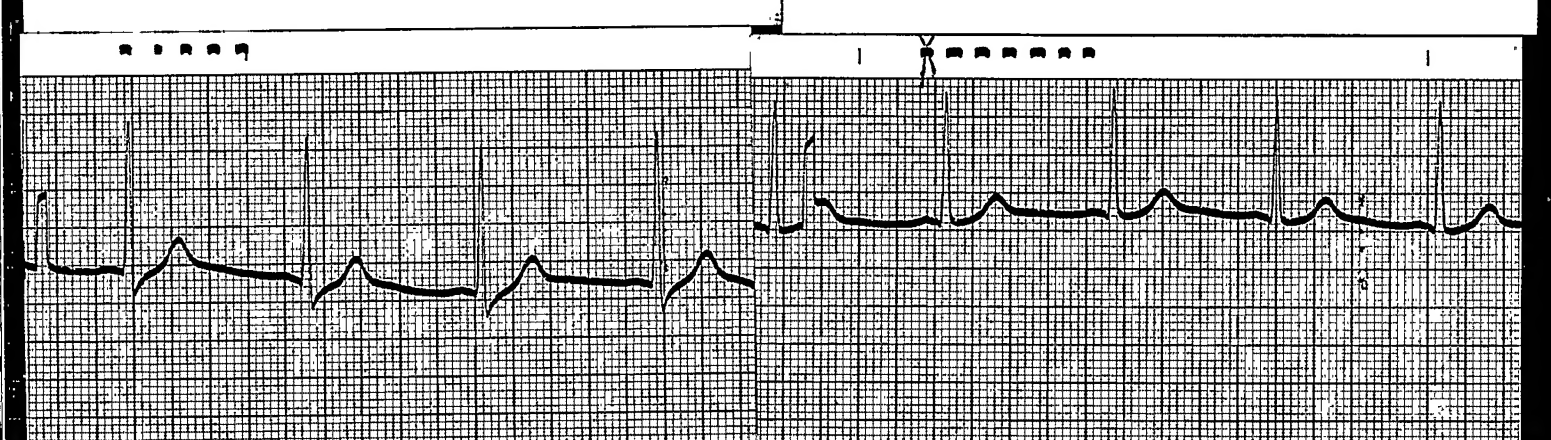
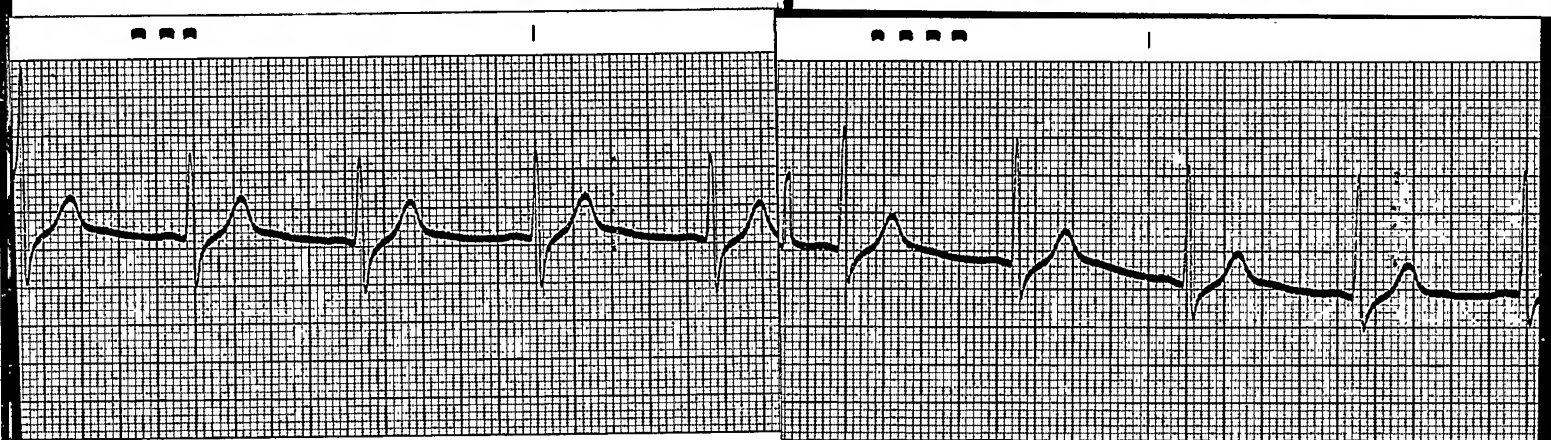


CHART NO. GOS-62



S-62

h-Lee Corporation



CLINICAL RECORD						ELECTROCARDIOGRAPHIC RECORD		PREVIOUS ECG	
CLINICAL IMPRESSION						MEDICATION		<input checked="" type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
								<input type="checkbox"/> EMERGENCY	<input type="checkbox"/> BEDSIDE
RHYTHM						AXIS DEVIATION (QRS)		<input checked="" type="checkbox"/> ROUTINE	<input checked="" type="checkbox"/> AMBULANT
								RATES	
INTERVALS						P WAVES		AURIC. VENT.	
PR						QRS		QT	
QRS COMPLEXES									
RS-T SEGMENT						T WAVES			
UNIPOLAR EXTREMITY LEADS (Specify)									
PRECORDIAL LEADS (Specify)									

PRECORDIAL LEADS (Specify)

SUMMARY, SERIAL CHANGES, AND IMPLICATIONS:

**WITHIN NORMAL LIMITS**

NO.	SIGNATURE	TITLE	DATE
ECG			19 SEP 1966
PATIENT'S IDENTIFICATION (For typ middle)		REGISTER NO.	WARD NO.

~~NICHOLS~~ ~~XXXX~~ ~~RICHARD~~ ~~XXXX~~  
NICHOLS, RICHARD  
FBI MIL

ELECTROCARDIOGRAPHIC RECORD  
Standard Form 520  
520-104  
(Attach tracings to S. F. 507)  
0109-201-4802

CLINICAL RECORD						ELECTROCARDIOGRAPHIC RECORD				PREVIOUS ECG	
CLINICAL IMPRESSION <i>Routine EKG for FBI</i>						MEDICATION				<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
										<input type="checkbox"/> EMERGENCY	<input type="checkbox"/> BEDSIDE
										<input checked="" type="checkbox"/> ROUTINE	<input checked="" type="checkbox"/> AMBULANT
AGE	SEX	RACE	HEIGHT	WEIGHT	B. P.	SIGNATURE OF PHYSICIAN				DATE	
50	M	W	6'11/4"	189						9/24/60 b6 b7C	
RHYTHM						AXIS DEVIATION (QRS)				RATES	
										AURIC. VENT.	
INTERVALS						P WAVES					
PR						QRS				QT	
QRS COMPLEXES											
RS-T SEGMENT						T WAVES					
UNIPOLAR EXTREMITY LEADS (Specify)											

PRECORDIAL LEADS (Specify)

SUMMARY, SERIAL CHANGES, AND IMPLICATIONS:

Sinus bradycardia, otherwise within normal limits.

*WR*

<i>WRFO</i>				(Continue on reverse)				<i>RB</i>			
NO.		SIGNATURE		TITLE		CAPT. MC		DATE		b6 b7C	
ECG 1072								24 Sept 60			
PATIENT'S IDENTIFICATION (For typed or written entries give: Name—last, first, middle; grade; date; hospital or medical facility)						REGISTER NO.		WARD NO.			
FBI						PHY.		XAM.		SEC.	

*NICHOLS, J. RICHARD*

W R G H

SA-FBI

NICHOLS J RICHARD 24 SEPT 64 -



CLINICAL RECORD						ELECTROCARDIOGRAPHIC RECORD				PREVIOUS ECG	
CLINICAL IMPRESSION <i>Routine EKG for FBI</i>						MEDICATION				<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
										<input type="checkbox"/> EMERGENCY	<input type="checkbox"/> BEDSIDE
										<input checked="" type="checkbox"/> ROUTINE	<input type="checkbox"/> AMBULANT
AGE <i>48</i>	SEX <i>M</i>	RACE <i>Cauc.</i>	HEIGHT <i>6'1/4"</i>	WEIGHT <i>185</i>	B. P.	SIGNATURE OF WARD PHYSICIAN <i>[Redacted]</i>				DATE <i>9-19-63</i>	
RHYTHM						AXIS DEVIATION (QRS)				RATES AURIC.      VENT.	
INTERVALS PR                      QRS                      QT						P WAVES					
QRS COMPLEXES											
RS-T SEGMENT						T WAVES					
UNIPOLAR EXTREMITY LEADS (Specify)											

PRECORDIAL LEADS (Specify)

SUMMARY, SERIAL CHANGES, AND IMPLICATIONS:

Occasional premature ventricular contractions otherwise normal tracing.

N		<i>[Redacted]</i>		<i>[Redacted]</i>	
NO.	<i>899</i>				
ECG	<i>899</i>				
PATIENT'S IDENTIFICATION (For typed or written entries give: Name—last, first, middle; grade; date; hospital or medical facility)				REGISTER NO.	WARD NO.

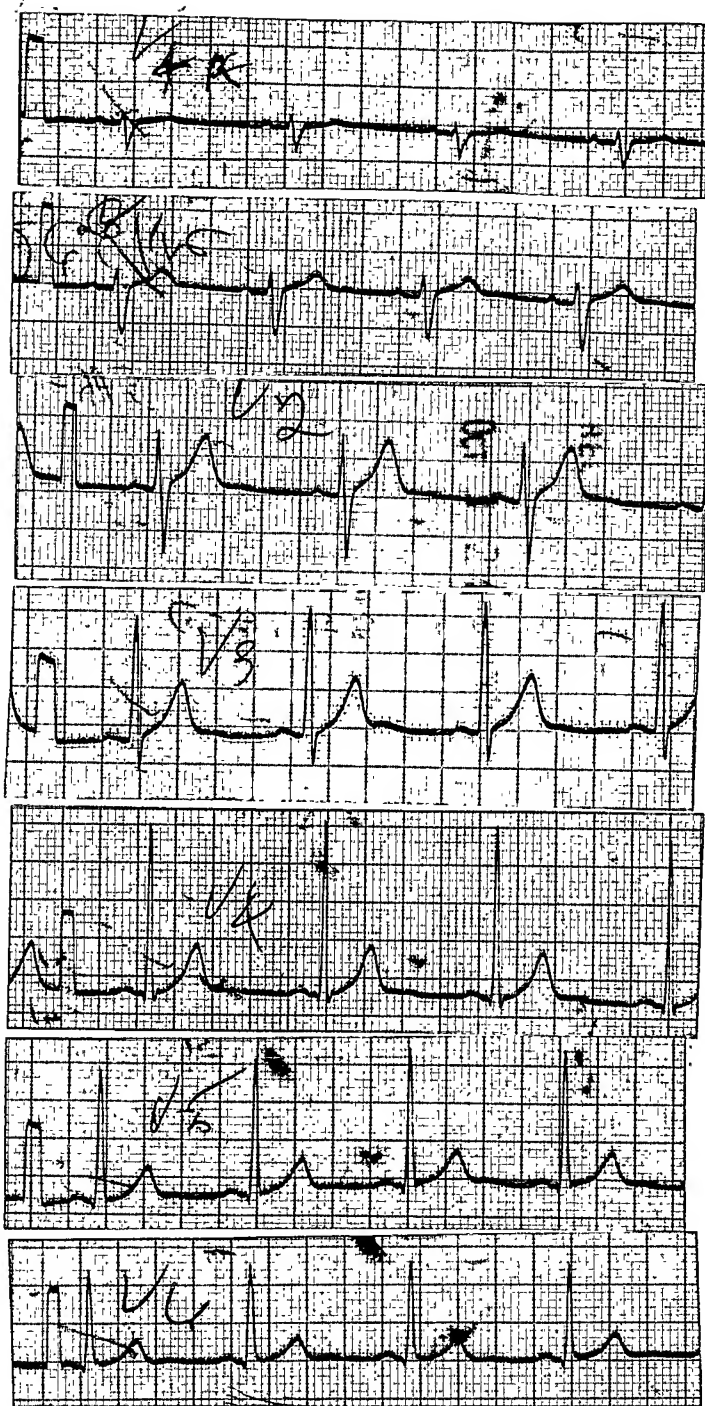
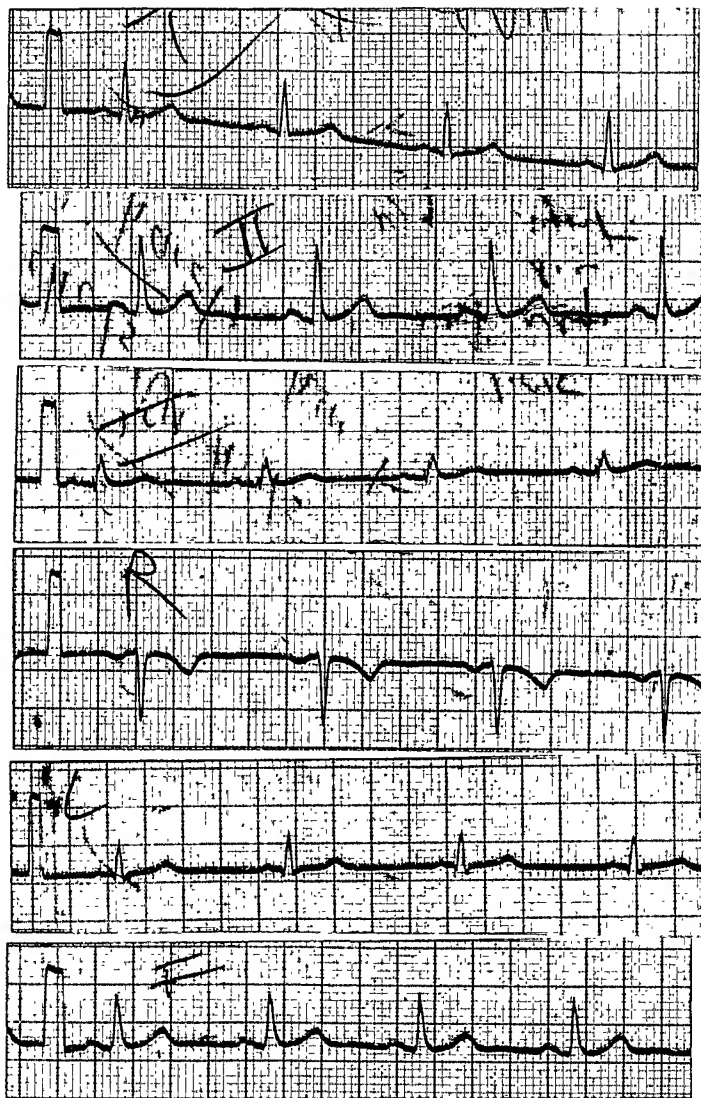
NICHOLS, J. RICHARD

SA-FBI

W R G H

ELECTROCARDIOGRAPHIC RECORD  
Standard Form 520  
520-104  
(Attach tracings to S. F. 507)





CLINICAL RECORD						ELECTROCARDIOGRAPHIC RECORD				PREVIOUS ECG	
CLINICAL IMPRESSION <i>ROUTINE EKG for FBI</i>						MEDICATION				<input type="checkbox"/> YES	<input type="checkbox"/> NO
										<input type="checkbox"/> EMERGENCY	<input type="checkbox"/> BEDSIDE
										<input checked="" type="checkbox"/> ROUTINE	<input checked="" type="checkbox"/> AMBULANT
AGE <i>48</i>	SEX <i>M</i>	RACE <i>W</i>	HEIGHT <i>6'1 1/4"</i>	WEIGHT <i>187</i>	B. P.	SIGNATURE OF WARD PHYSICIAN				DATE <i>10/18/62</i>	
RHYTHM						AXIS DEVIATION (QRS)				RATES	
										AURIC.      VENT.	
INTERVALS						P WAVES					
PR						QRS				QT	
QRS COMPLEXES											
RS-T SEGMENT						T WAVES					
UNIPOLAR EXTREMITY LEADS (Specify)											

PRECORDIAL LEADS (Specify)

SUMMARY, SERIAL CHANGES, AND IMPLICATIONS:

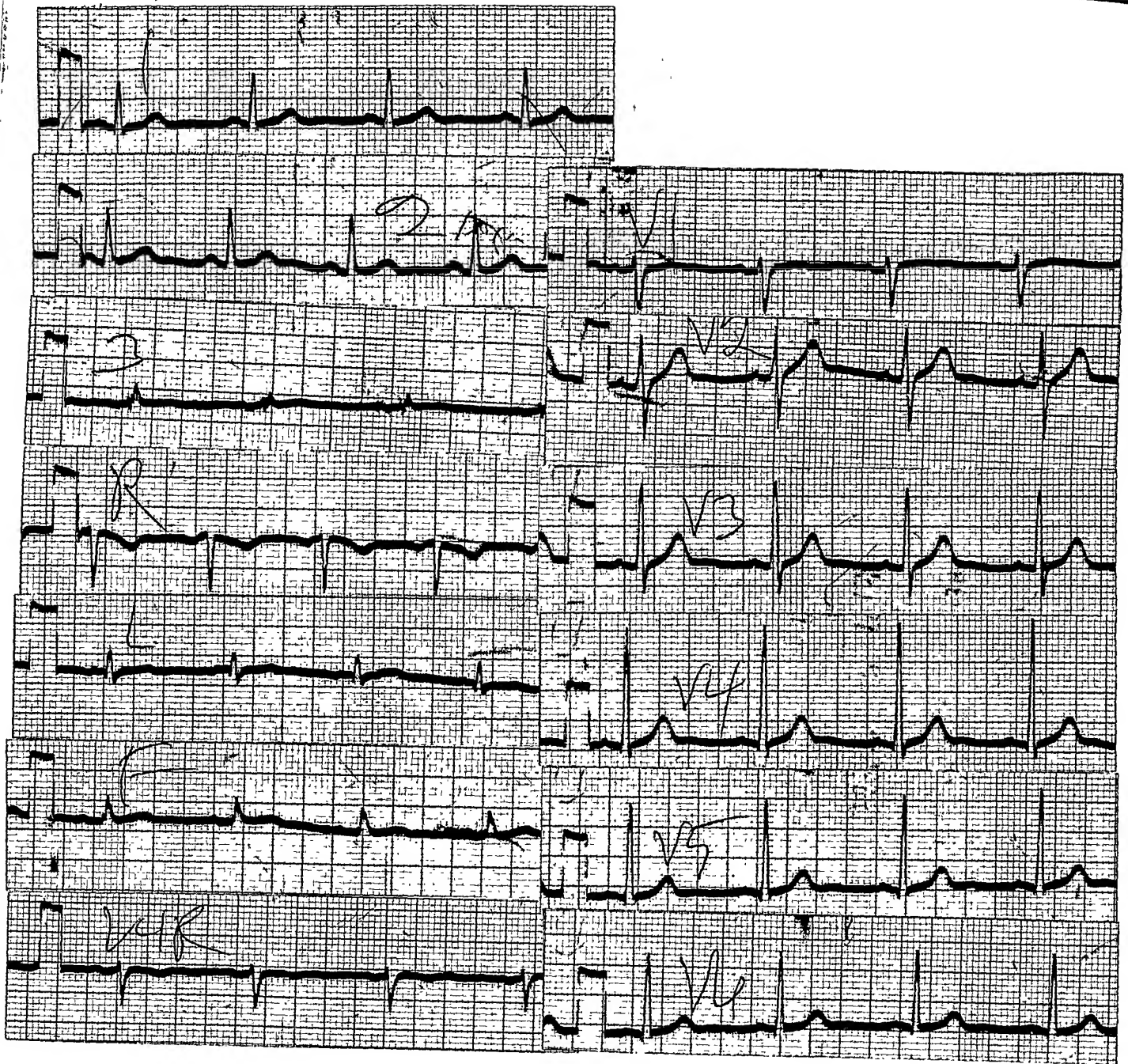
Normal ECG.

NO. <i>18</i>		SIGNATURE <i>[Signature]</i>		TITLE <i>Capt., MC</i>		DATE <i>18 Oct 62</i>	
PATIENT'S IDENTIFICATION (For typed or written entries give: Name—last, first, middle; grade; date; hospital or medical facility)						REGISTER NO.	
WARD NO.							

ELECTROCARDIOGRAPHIC RECORD  
Standard Form 520  
520-103  
(Attach tracings to S. F. 507)

W R G H

1-10-62



CLINICAL RECORD				ELECTROCARDIOGRAPHIC RECORD				PREVIOUS ECG <input type="checkbox"/> YES <input type="checkbox"/> NO	
CLINICAL IMPRESSION  ROUTINE EKG FOR F.B.I.						MEDICATION		<input type="checkbox"/> EMERGENCY <input type="checkbox"/> BEDSIDE <input type="checkbox"/> ROUTINE <input type="checkbox"/> AMBULANT	
AGE 47	SEX M	RACE W	HEIGHT 73	WEIGHT 188	B. P.	SIGNATURE OF WARD PHYSICIAN			DATE 11-13-61
RHYTHM						AXIS DEVIATION (QRS)		RATES AURIC. VENT.	
INTERVALS PR QRS QT						P WAVES			
QRS COMPLEXES									
RS-T SEGMENT						T WAVES			
UNIPOLAR EXTREMITY LEADS (Specify)									

**PRECORDIAL LEADS** (*Specify*)

**SUMMARY, SERIAL CHANGES, AND IMPLICATIONS:**

### Normal Tracing.

NO.	DATE
ECG	WARD NO.
PATIENT'S IDENTIFICATION (For typed or written entries give: Name—last, first, middle; grade; date; hospital or medical facility)	
REGISTER NO.	

NICHOLS, J. RICHARD  
WRGH

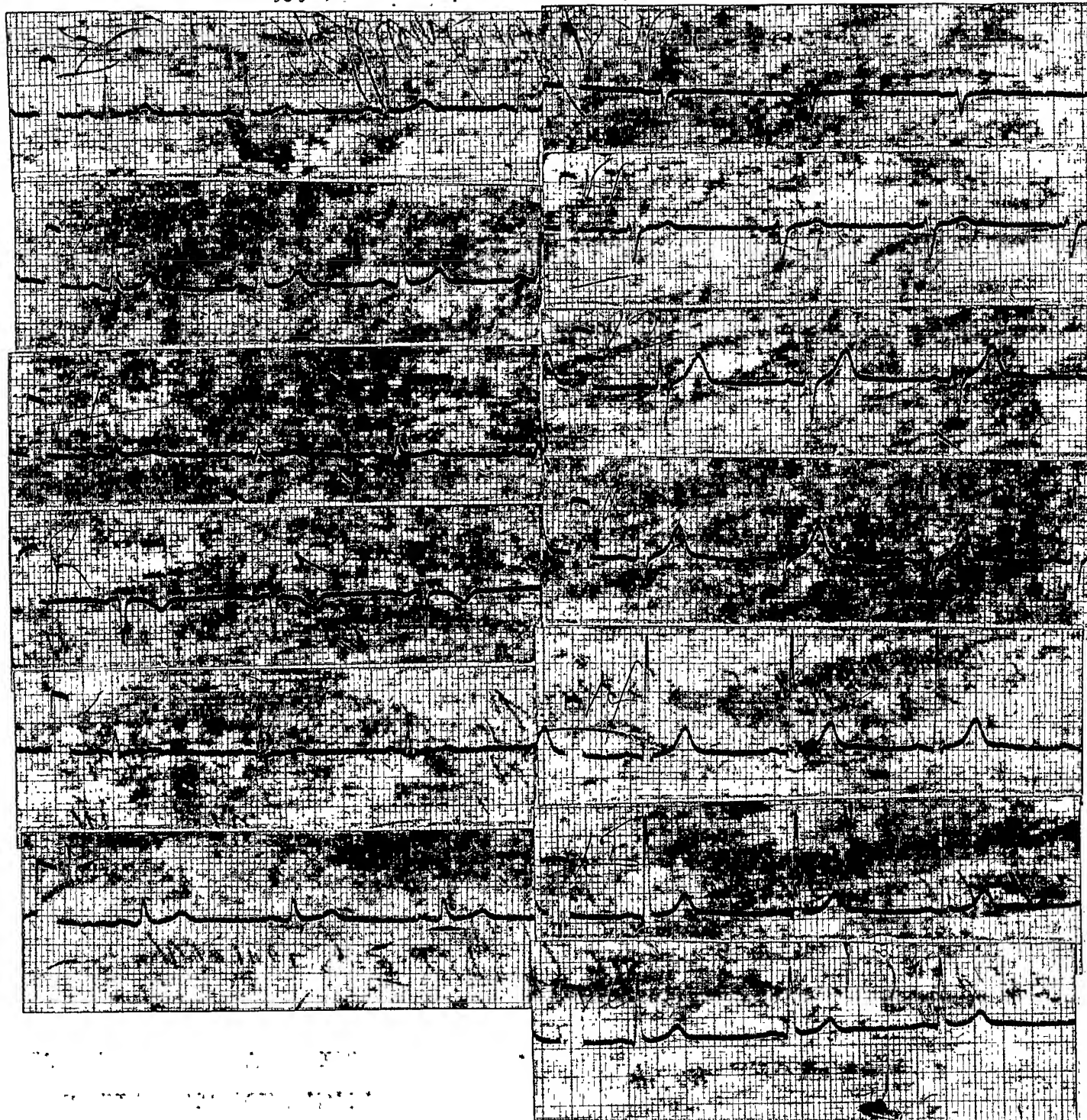
**SPECIAL AGENT, FBI**

**ELECTROCARDIOGRAPHIC RECORD**  
Standard Form 520  
(Attach tracings to S. F. 507)

b6  
b7C

b6  
b7C





13 Nov 61

CLINICAL RECORD						ELECTROCARDIOGRAPHIC RECORD				PREVIOUS ECG	
CLINICAL IMPRESSION <i>ROUTINE FOR FBI</i>						MEDICATION <i>FBI</i>				<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
										<input type="checkbox"/> EMERGENCY <input type="checkbox"/> BEDSIDE <input checked="" type="checkbox"/> ROUTINE <input type="checkbox"/> AMBULANT	
AGE <i>46</i>	SEX <i>M</i>	RACE <i>W</i>	HEIGHT <i>73</i>	WEIGHT <i>188</i>	B. P.	<i>MD</i>				DATE <i>11/15/60</i>	
RHYTHM										(QRS)	
INTERVALS PR QRS QT						P WAVES					
QRS COMPLEXES											
RS-T SEGMENT						T WAVES					
UNIPOLAR EXTREMITY LEADS (Specify)											

b6  
b7C

PRECORDIAL LEADS (Specify)

SUMMARY, SERIAL CHANGES, AND IMPLICATIONS:

ECG is within normal limits when compared to previous tracing of 24 Nov 59.

NO.		SI		(Continue on reverse)		DATE			
ECG		CAPT. MC		TITLE		NOV 15 1960			
PATIENT'S IDENTIFICATION (For typed or written entries give: Name—last, first, middle; grade; date; hospital or medical facility)						REGISTER NO.		WARD NO.	

b6  
b7C

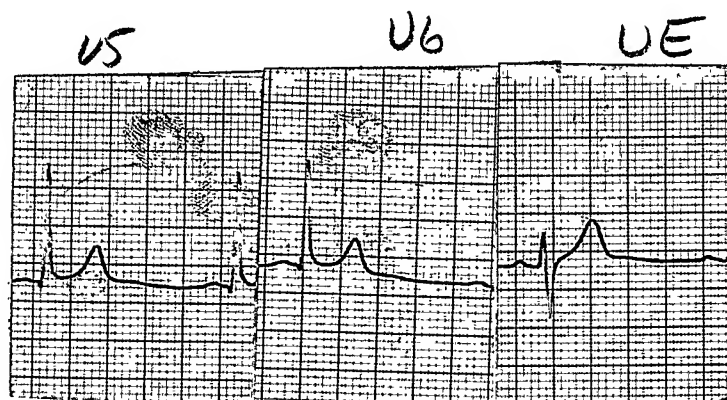
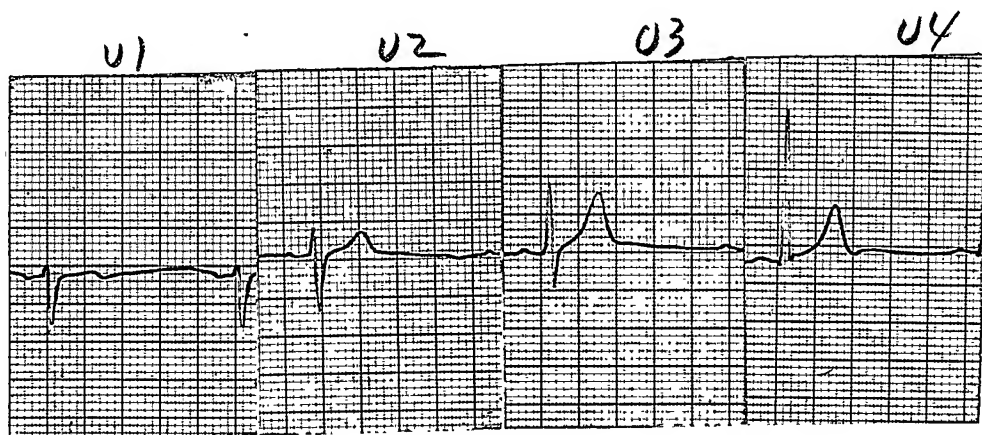
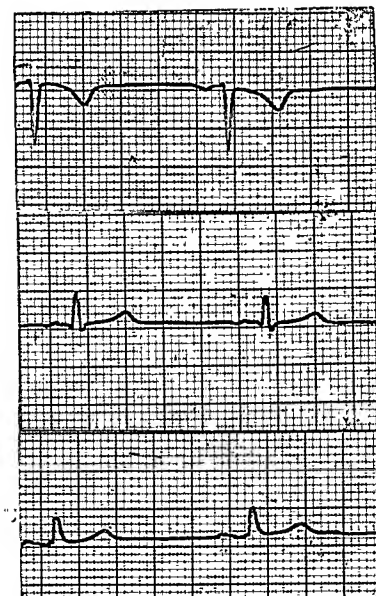
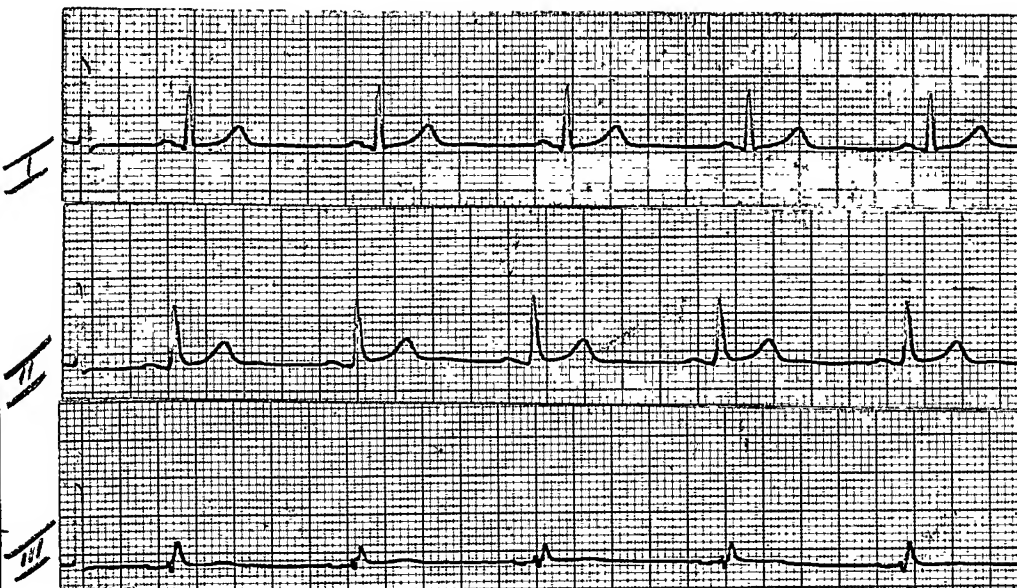
ELECTROCARDIOGRAPHIC RECORD

Standard Form 520

(Attach tracings to S. F. 507)

*NICHOLS, J. RICHARD*  
*WRGN* *SA, FBI*

b6



NOTIFICATION OF PERSONNEL ACTION  
(EMPLOYEE — See General Information on Reverse)

5 PART  
50-124-04

(FOR AGENCY USE)

1. NAME (CAPS) LAST—FIRST—MIDDLE <b>NICHOLS, J. RICHARD (MR.)</b>		MR.—MISS—MRS.	2. (FOR AGENCY USE)	3. BIRTH DATE (Mo., Day, Year) <b>9-5-14</b>	4. SOCIAL SECURITY NO. <b>462-18-9976</b>
5. VETERAN PREFERENCE <b>1</b> 1—NO 2—5 PT. 3—10 PT. DISAB. 4—10 PT. COMP. 5—10 PT. OTHER			6. TENURE GROUP	7. SERVICE COMP. DATE	8. PHYSICAL HANDICAP CODE
9. FEGLI <b>1</b> 1—COVERED 2—INELIGIBLE 3—WAIVED			10. RETIREMENT <b>1</b> 1—CS 2—FICA 3—FS 4—NONE 5—OTHER		11. (FOR CSC USE)
12. CODE NATURE OF ACTION <b>RETIREMENT (20 YEARS INVESTIGATIVE EXPERIENCE)</b>			13. EFFECTIVE DATE (Mo., Day, Year) <b>eb 8-15-68</b>		14. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
15. FROM: POSITION TITLE AND NUMBER <b>Special Agent 61-F-48</b>			16. PAY PLAN AND OCCUPATION CODE <b>GS 170 Series 1811</b>		17. (a) GRADE OR LEVEL <b>13</b> (b) STEP OR RATE <b>6</b>
					18. SALARY <b>\$16,809 pa</b>
19. NAME AND LOCATION OF EMPLOYING OFFICE					

20. TO: POSITION TITLE / ND NUMBER		21. PAY PLAN AND OCCUPATION CODE	22. (a) GRADE OR LEVEL (b) STEP OR RATE	23. SALARY
24. NAME AND LOCATION OF EMPLOYING OFFICE				

25. DUTY STATION (City—county—State)		26. LOCATION CODE	
27. APPROPRIATION <b>S. &amp; E., FBI</b>		28. POSITION OCCUPIED 1—COMPETITIVE SERVICE <b>2</b> 2—EXCEPTED SERVICE	29. APPORTIONED POSITION FROM: TO: STATE 1—PROVED-1 2—WAIVED-2

30. REMARKS: ☐ A. SUBJECT TO COMPLETION OF 1 YEAR PROBATIONARY (OR TRIAL) PERIOD COMMENCING ☐ B. SERVICE COUNTING TOWARD CAREER (OR PERMANENT) TENURE FROM: ☐ C. DURING PROBATION ☐ D. FROM APPOINTMENT OF 6 MONTHS OR LESS

SEPARATIONS: SHOW REASONS BELOW, AS REQUIRED. CHECK IF APPLICABLE:

At his request, he voluntarily retired in view of Section 6 (c) of the Civil Service Retirement Act.

Annuity payments to commence 8-16-68.

Employee gave no reason for retiring--no other information available.

Forwarding Address:

Silver Spring, Maryland 20906

Paid hereon for the period 8-11-68 thru eb 8-15-68. Lump sum payment to cover 243 hours commencing bob 8-16-68 and ending eb 8-27-68. 1 holiday included.

31. DATE OF APPOINTMENT AFFIDAVIT (Accessions only) <b>11-22-68</b>		34. SIGNATURE (Or other authentication) AND TITLE <b>E. Hoover</b> <b>Director</b>	
32. OFFICE MAINTAINING PERSONNEL FOLDER (If different from employing office)		35. DATE <b>8-3-68</b>	
33. CODE EMPLOYING DEPARTMENT OR AGENCY <b>DJ 02</b> <b>FEDERAL BUREAU OF INVESTIGATION WASHINGTON, D.C. 20535</b>			

4. PERSONNEL FOLDER COPY



4

2

File 3  
Ref

41

7 Series

NICHOLS J RICHARD

462-18-9976

MONTH	TOT OT	AVG OT	OFF	AVG	DAYS WORKED
JANUARY	73.44	3.21	3.05	MI	22
FEBRUARY	54.17	2.43	3.00	MI	20
MARCH	44.27	2.20	2.31	MI	19
APRIL	59.04	2.41	2.31	MI	22
MAY	53.03	2.39	2.25	MI	20
JUNE	43.21	2.33	2.24	MI	17
JULY	46.11	2.06	2.20	MI	22
AUGUST			2.18	MI	

TOTAL 1968

374.07

2.38

142

Resigned off. 8-15-68

APPLICATION FOR RETIREMENT  
CIVIL SERVICE RETIREMENT SYSTEM6 GAO 5000  
2801-106

USE ONLY IF SEPARATED ON OR AFTER OCTOBER 1, 1962

To avoid delay—1. Read information carefully; 2. Complete application in full; 3. Typewrite or print in ink

## A. PERSONAL INFORMATION

1. NAME (Last) (First) (Middle) NICHOLS J. RICHARD			2. DATE OF BIRTH (Month) (Day) (Year) 9 - 5 - 14		3. SOCIAL SECURITY NUMBER 462-18-9976	
4. ADDRESS (Number and street) (City and State) (Zip Code) Silver Spring, Maryland 20906			5. LIST ALL OTHER NAMES YOU HAVE USED John Richard Nichols			
6. (A) ARE YOU A CITIZEN OF THE UNITED STATES OF AMERICA? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			6. (B) IF "NO," OF WHAT COUNTRY ARE YOU A CITIZEN? ---			
7. (A) ARE YOU MARRIED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		7. (B) IF "YES," GIVE THE FOLLOWING INFORMATION:				
		WIFE'S OR HUSBAND'S NAME (First) (Middle) 		HER (OR HIS) BIRTH DATE (Month) (Day) (Year) 3-28-48		
		DATE OF MARRIAGE (Month) (Day) (Year) 3-28-48		PLACE OF MARRIAGE (City and State) Frederick, Md.		
				MARRIAGE PERFORMED BY <input checked="" type="checkbox"/> CLERGYMAN OR JUSTICE OF THE PEACE <input type="checkbox"/> OTHER (Specify)		

## B. CIVILIAN SERVICE

1. DEPARTMENT OR AGENCY IN WHICH PRESENTLY OR LAST EMPLOYED, INCLUDING BUREAU OR DIVISION Federal Bureau of Investigation, U.S. Department of Justice		2. LOCATION OF EMPLOYMENT (City and State) Milwaukee, Wisconsin	
3. TITLE OF LAST POSITION Special Agent		4. DATE OF FINAL SEPARATION (Month) (Day) (Year) COB 8 15 68	
5. APPROXIMATE NUMBER OF YEARS OF CIVILIAN SERVICE 29 1/4 yrs.			
6. DO YOU HAVE FEDERAL EMPLOYEES GROUP LIFE INSURANCE? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		7. ARE YOU ENROLLED IN A PLAN UNDER THE FEDERAL EMPLOYEES HEALTH BENEFITS PROGRAM? (SAMBA) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	

## C. MILITARY SERVICE

1. COMPLETE THE SCHEDULE BELOW IF YOU HAVE PERFORMED ACTIVE DUTY THAT TERMINATED UNDER HONORABLE CONDITIONS IN ANY OF THE FOLLOWING SERVICES: (A) ARMY, NAVY, MARINE CORPS, AIR FORCE, OR COAST GUARD OF THE UNITED STATES; OR (B) REGULAR CORPS OR RESERVE CORPS OF THE PUBLIC HEALTH SERVICE AFTER JUNE 30, 1960; OR (C) AS A COMMISSIONED OFFICER OF THE COAST AND GEODETIC SURVEY AFTER JUNE 30, 1961. IF AVAILABLE, ATTACH A COPY OF YOUR DISCHARGE CERTIFICATE.					
BRANCH OF SERVICE	SERIAL NUMBER	DATE OF ENTRANCE ON ACTIVE DUTY	DATE OF SEPARATION FROM ACTIVE DUTY	LAST GRADE OR RANK	ORGANIZATION AT DISCHARGE (Dir., Regt., Co., etc.)
U.S. Army	33726887	6-24-43	1-19-46	T-4 (Sgt.)	1761 Engr. Parts Supply Platoon
2. (A) ARE YOU A MILITARY RE-SERVIST (EITHER ACTIVE OR INACTIVE)? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					
2. (B) ARE YOU IN RECEIPT OF OR HAVE YOU EVER APPLIED FOR MILITARY RETIRED PAY? (RETIRED PAY DOES NOT INCLUDE V.A. PENSION OR COMPENSATION.) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		2. (C) IF "YES," WERE YOU RETIRED FROM A RESERVE COMPONENT UNDER CHAPTER 67, TITLE 10, U.S.C. (FORMERLY TITLE III, PUBLIC LAW 80-810)? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			

## D. DISABILITY INFORMATION

Only applicants for total disability retirement will complete Part D.		1. WHEN DID YOU BECOME TOTALLY DISABLED? (Month, year)	
2. BRIEFLY DESCRIBE YOUR DISABILITIES. STATE WHEN INCURRED, AND HOW THEY INTERFERE WITH PERFORMANCE OF THE DUTIES OF YOUR POSITION. (ATTACH ADDITIONAL COMMENTS ON PLAIN SHEET OF PAPER IF NECESSARY)			
None			

## E. OTHER CLAIM INFORMATION

1. (A) HAVE YOU EVER RECEIVED OR MADE APPLICATION FOR COMPENSATION UNDER THE FEDERAL EMPLOYEES' COMPENSATION ACT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		1. (B) IF "YES," STATE THE NUMBER OF YOUR COMPENSATION CLAIM AND THE PERIOD FOR WHICH YOU RECEIVED COMPENSATION	
		CLAIM NUMBER ---	FROM (Month) (Day) (Year) TO (Month) (Day) (Year) ---
2. (A) HAVE YOU PREVIOUSLY FILED ANY APPLICATION UNDER THE CIVIL SERVICE RETIREMENT SYSTEM, INCLUDING APPLICATION FOR RETIREMENT, REFUND, DEPOSIT OR REDEPOSIT, OR VOLUNTARY CONTRIBUTIONS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		2. (B) IF "YES," INDICATE THE TYPE(S) OF APPLICATION AND GIVE THE CLAIM NUMBER(S) IF KNOWN	
		<input type="checkbox"/> RETIREMENT <input type="checkbox"/> DEPOSIT OR REDEPOSIT <input type="checkbox"/> REFUND <input type="checkbox"/> VOLUNTARY CONTRIBUTIONS	
3. (A) DO YOU HAVE LIFE INSURANCE THROUGH A FORMER EMPLOYEE BENEFICIAL ASSOCIATION FOR WHICH YOU NOW PAY PREMIUMS TO THE CIVIL SERVICE COMMISSION? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		3. (B) IF "YES," GIVE YOUR ACCOUNT NO. B	
4. (A) HAVE YOU EVER BEEN EMPLOYED UNDER ANOTHER RETIREMENT SYSTEM FOR FEDERAL OR DISTRICT OF COLUMBIA EMPLOYEES? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		4. (B) IF "YES," GIVE THE NAME OF THE OTHER RETIREMENT SYSTEM ---	

67-NOT RECORDED  
2 JUL 16 1968

(OVER)

3/1/68

INDICATE, BY SIGNING YOUR INITIALS IN APPROPRIATE BOX BELOW, THE TYPE OF ANNUITY YOU WANT TO RECEIVE. READ THE EXPLANATIONS AND CONSIDER THE MATTER CAREFULLY. NO CHANGE WILL BE PERMITTED AFTER AN ANNUITY HAS BEEN GRANTED. IF YOU WANT AN ANNUITY WITH A SURVIVOR BENEFIT, BE SURE TO GIVE THE OTHER INFORMATION CALLED FOR.

#### F. TYPES OF ANNUITY: MARRIED APPLICANTS ONLY

1. ☐ INITIALS **ANNUITY WITH SURVIVOR BENEFIT TO WIDOW OR WIDOWER**

SPECIFY THE PORTION OF YOUR ANNUITY YOU WANT USED AS THE BASE FOR YOUR WIDOW'S (OR WIDOWER'S) SURVIVOR ANNUITY.

If you want all your annuity used as the base for the survivor benefit, write the word "all" in the box below. If you want only part of your annuity used as the base for the survivor benefit, write the yearly amount of your annuity you want used.

☐ ALL

THE SURVIVOR'S ANNUITY WILL BE 55% OF ALL OR WHATEVER PORTION OF YOUR ANNUITY YOU SPECIFY AS THE BASE FOR HER (OR HIS) BENEFIT.

- If you are married, you will receive this type of annuity unless you choose the annuity in F. 2.
- The annuity payable to you during your lifetime will be reduced by 2 1/4% of any amount up to \$3,600 a year used as the base for the survivor benefit, plus 10% of any amount over \$3,600 so used.
- If you retire for total disability before age 60 and get a guaranteed minimum disability annuity, you may use all or any part of your "earned" annuity as the base for the survivor benefit. You cannot use any extra annuity which may be payable to make up the guaranteed minimum annuity.
- If your wife (or husband) should die before you, no change in type of annuity will be permitted, your annuity will not be increased, nor may you name any other person as survivor.
- The survivor's annuity will begin upon your death and end when she (or he) dies or remarries.

2. ☐ INITIALS **ANNUITY WITHOUT SURVIVOR BENEFIT**  
(I do not desire my wife (or husband) to receive a survivor annuity benefit after my death.)

- If you choose this type, your wife (or husband) cannot be paid a survivor annuity after your death.
- This type provides annuity payments to you only.

#### G. TYPES OF ANNUITY: UNMARRIED APPLICANTS ONLY (Including Widowed and Divorced)

1. ☐ INITIALS **ANNUITY WITHOUT SURVIVOR BENEFIT**

2. ☐ INITIALS **ANNUITY WITH SURVIVOR BENEFIT TO NAMED PERSON HAVING AN INSURABLE INTEREST**

SPECIFY THE NAME, RELATIONSHIP AND DATE OF BIRTH OF THE PERSON YOU WISH TO RECEIVE THE SURVIVOR ANNUITY

NAME OF PERSON (First, middle, last)  
~~XXXXXXXXXXXXXXXXXXXX~~

RELATIONSHIP  
~~WIFE~~

DATE OF BIRTH (Mo., day, yr.)  
~~XXXXXXXXXXXX~~

SEE UNMARRIED EMPLOYEES UNDER INFORMATION REGARDING SURVIVOR ANNUITIES ON THE ATTACHED INFORMATION SHEET FOR EXPLANATION OF REDUCTION IN YOUR ANNUITY.

- If you are not married, you will receive this type of annuity unless you choose the annuity in G. 2.
- This type provides annuity payments to you only.
- This type is available to all retiring *unmarried* employees who are *in good health*.
- It provides a reduced annuity to you and a survivor annuity to the person named as having an insurable interest.
- The survivor's annuity will begin upon your death and end when she (or he) dies.
- The survivor's annuity will be 55% of the reduced annuity you receive.
- If you choose this type, you will have to undergo a medical examination which will be arranged by the Civil Service Commission at no cost to you.
- If the person named as having an insurable interest should die before you, no change in type of annuity will be permitted, your annuity will not be increased, nor may you name any other person as survivor.

#### H. CERTIFICATION OF APPLICANT

**WARNING.**—Any intentional false statement in this application or willful misrepresentation relative thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both (18 U.S.C. 1001).

I hereby certify that all statements made in this application are true to the best of my knowledge and belief.

7-1-68  
(DATE)

(SIGNATURE OF APPLICANT)

#### I. FOR USE OF EMPLOYING AGENCY (See FPM Supplement 831-1 for instructions.)

CHECK APPROPRIATE BOX:

- ☐ INDIVIDUAL RETIREMENT RECORD, SF 2806, AND REGISTER OF SEPARATIONS AND TRANSFERS, SF 2807, ARE ATTACHED.
- ☐ INDIVIDUAL RETIREMENT RECORD, SF 2806, WAS SENT TO U.S. CIVIL SERVICE COMMISSION ON \_\_\_\_\_ (DATE) WITH REGISTER OF SEPARATIONS AND TRANSFERS, SF 2807, NO. \_\_\_\_\_

(SIGNATURE)

7-9-68

(DATE)

Authorized Certifying Officer

(OFFICIAL TITLE)

Federal Bureau of Investigation

(DEPARTMENT OR AGENCY)

**OFFENSES BARRING ANNUITY PAYMENTS:** Public Law 87-299 prohibits payment of annuity to persons who have committed specified offenses involving the national security of the United States. Employing agencies are responsible for submitting all pertinent information to the Civil Service Commission's Bureau of Retirement and Insurance in any case when this law possibly applies.

b6  
b7C

1.	LAST NAME	FIRST NAME	MIDDLE NAME	SEX		DATE OF BIRTH			AGENCY	PAY ROLL OFFICE	LOCATION
				M	F	MONTH	DAY	YEAR			
1.	NICHOLS	J.	RICHARD	X		Sept	5	1914	JUSTICE	FBI	WASHINGTON
2.											
3.											
4.											

(RECORD EACH NAME CHANGE—STRIKE OUT PREVIOUSLY RECORDED NAME)

[illegible]

Employee Covered By Health Benefits Act of 1959

Enrollment Code No. 442

Carrier Control No. 3310371

BRF 47-62  
2802 and SF 56 2809  
2806 sent CSC 2810 9-

LIST NAME	FIRST NAME	MIDDLE NAME	SEX		DATE OF BIRTH			AGENCY	PAY ROLL OFFICE	LOCATION
			M	F	MONTH	DAY	YEAR			
1. NICHOLS	J.	RICHARD	X		Sept	5	1914	JUSTICE	FBI	WASH., D.C.
2. _____										
3. _____										
4. _____										

(RECORD EACH NAME CHANGE—STRIKE OUT PREVIOUSLY RECORDED NAME)

## SERVICE HISTORY

## FISCAL RECORD

EFFECTIVE DATE (1)	ACTION (2)	BASE PAY (3)	REMARKS (4)	YEAR (5)	CALENDAR YEAR SALARY DEDUCTIONS (6)	ACCUMULATIVE TOTAL SALARY DEDUCTIONS (7)	DO NOT USE	REMARKS (8)
12-12-54	Promotion	\$7040	GS 12	1954		2789.57		
BSI approved June 28, 1955	same grade			1955	446.90	3236.47		
	Retroactive to 3-13-55	\$7570		1956	468.17	3704.64		
6-17-56	Per Step Inc	\$7785	GS 12	1957	505.96	4210.60		
12-15-57	Per Step Inc	\$8000	GS 12	1958	568.91	4779.51		
BSI approved 6/20/58, effective 1/12/58		PL 87-482		1959	616.50	5396.01		
		\$8810		1960	665.96	6061.97		
5-3-59	Promotion	\$9890	GS 13	1961	708.50	6770.47		
	BSI			1962	726.50	7496.97		
	Effective 7/10/60	\$10,635	**	1963	787.48	8284.45		
10/30/60	Per Step Inc	\$10,895	GS 13	1964	880.34	9164.79		
4-29-62	SSI	\$11,155	**GS 13	1965	890.51	10055.30		
BSI (PL 87-753) approved 10/11/62				1966	938.60	10993.90		
	Effective 10/14/62	11,880	**GS 13					
4-28-63	SSI	12,245	GS 13					
BSI (PL 87-753) approved 10/11/62								
Effective 1/5/64		\$12,880						
BSI (PL 88-425) approved 8/14/64	Effective 7/5/64							
		\$13,335						
4-25-65	WGI	13,755						
BSI (PL 89-301) approved 10/29/65	Effective 10/10/65							
		14,250						
BSI (PL 89-504) approved 7/18/66	Effective 7/3/66							
		14,665	GS 13					

UNITED STATES CIVIL SERVICE COMMISSION  
BUREAU OF RETIREMENT AND INSURANCE  
WASHINGTON, D. C. 20415

U. S. Department of Justice  
Federal Bureau of Investigation  
Washington, D. C. 20535

Attention: Personnel Section  
Room 4513

REQUEST FOR INDIVIDUAL RETIREMENT RECORD (STANDARD FORM 2806)			
NAME (Last)	(First)	(Middle)	DATE OF BIRTH
NICHOLS	J.	Richard	9-5-14
SOCIAL SECURITY NO.			462-18-9976
OTHER NAMES UNDER WHICH EMPLOYED		POSITION	
		Special Agent	
SERVICE CLAIMED IN CONNECTION WITH AN APPLICATION FOR			
<input checked="" type="checkbox"/> ANNUITY <input type="checkbox"/> DEATH BENEFITS <input type="checkbox"/> REFUND <input type="checkbox"/> DEPOSIT OR REDEPOSIT			
PERIODS OF SERVICE FOR WHICH A 2806 IS REQUESTED			
BEGINNING DATE	ENDING DATE	DEPARTMENT OR AGENCY	LOCATION
	8-15- <del>63</del> <sup>68</sup>	Federal Bureau of Investigation US Department of Justice	Milwaukee, Wisconsin

REMARKS: The Commission has approved the retirement of J. Richard Nichols under section 8336(c), 5 U. S. C. Please forward the claimant's retirement record card (Form 2806) as soon as possible after date of final separation.

Please attach this form to the 2806 forwarded. If Form 2806 is not submitted, please check one of the boxes on the reverse side of this form and furnish information as required.

*Rec'd 7-31-68 Sep 26 8-15-68 end of 8-1-68 when went on annuity 8-16-68*

*palmyrk 8-8-68*

*3/mw*

*67-110-101*

*2 Oct 16 1968*

Chief, Claims Division



United States Civil Service Commission  
Bureau of Retirement and Insurance  
Claims Division  
Washington, D.C. 20415

The requested information is furnished below as indicated by checked box:

- ☐ Form 2806 covering service claimed forwarded to the Civil Service Commission.

DATE FORM 2806 FORWARDED	REGISTER OF SEPARATIONS NO.
NAME AND DATE OF BIRTH SHOWN ON FORM 2806	

- ☐ No record of employment in this department or agency.
- ☐ Form 2806 cannot be forwarded. Employee on furlough until  
\_\_\_\_\_  
(DATE)
- ☐ Employee not subject to the Civil Service Retirement System:

FROM	TO
REASON FOR SEPARATION	

Remarks

JUL 31 11 37 AM '68  
REC'D  
FBI  
ADMIN. DIV.

\_\_\_\_\_  
(AUTHORIZED CERTIFYING OFFICER)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(TITLE)

AGENCY CERTIFICATION OF INSURANCE STATUS  
**Federal Employees Group Life Insurance Program**

1. NAME (Last) (First) (Middle) 2(a). DATE OF BIRTH (Month, Day, Year) 2(b). SOCIAL SECURITY NUMBER  
**NICHOLS, J. RICHARD** **9-5-14** **462 | 18 | 9976**

3. CHECK THE REASON FOR TERMINATING INSURANCE

(a) ☐ SEPARATED (c) ☐ DIED  
(b) ☒ RETIRED (d) ☐ 12 MONTHS NON-PAY STATUS  
HAD EMPLOYEE AT TIME OF DEATH APPLIED FOR CIVIL SERVICE ANNUITY? ☐ YES ☐ NO (e) ☐ OTHER (Specify)

4. CHECK APPROPRIATE BOX CONCERNING SF 54, DESIGNATION OF BENEFICIARY

(a) ☐ CURRENT SF 54 ATTACHED (b) ☒ A CURRENT SF 54 IS NOT ON FILE WITH THIS AGENCY (c) ☐ A CURRENT SF 54 IS ON FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FOLDER (OR EQUIVALENT)

NOTE: IF EMPLOYEE (A) DIED OR (B) IS RETIRING OR RECEIVING FEDERAL EMPLOYEES' COMPENSATION UNDER CONDITIONS ENTITLING HIM TO RETAIN HIS LIFE INSURANCE, ATTACH CURRENT SF 54, IF ANY, TO ORIGINAL SF 56 AND CHECK BOX 4 (a) ON ORIGINAL AND ALL COPIES OF SF 56; IF NO CURRENT SF 54 IS ON FILE, CHECK BOX 4 (b). IN ALL OTHER CASES, SHOW WHETHER OR NOT CURRENT SF 54 IS ON FILE BY CHECKING BOX 4 (b) OR (c). A CURRENT SF 54 IS ONE THAT HAS NOT BEEN CANCELED BY EMPLOYEE OR AUTOMATICALLY BY TRANSFER OR PRIOR TERMINATION OF INSURANCE.

5. DATE OF EVENT CHECKED IN ITEM 3 (MONTH, DAY, YEAR) 6. ANNUAL BASIC PAY RATE (NOT AMOUNT OF INSURANCE) ON DATE IN ITEM 5. CONVERT DAILY, HOURLY, PIECEWORK, ETC. RATE TO ANNUAL RATE. 7. DID EMPLOYEE HAVE OPTIONAL INSURANCE ON DATE IN ITEM 5? NO ☒ YES ☐ IF YES, GIVE RECEIPT DATE OF ELECTION OF OPTIONAL INSURANCE (SF 176 or 176-T): 8. DATE OF NOTICE OF CONVERSION PRIVILEGE (SF 55) TO EMPLOYEE (MONTH, DAY, YEAR)  
**8-15-68** **\$16,809** PER ANNUM

9. I CERTIFY THAT THE ABOVE INFORMATION HAS BEEN OBTAINED FROM, AND CORRECTLY REFLECTS, OFFICIAL RECORDS AND THAT THE EMPLOYEE NAMED WAS COVERED BY FEDERAL EMPLOYEES GROUP LIFE INSURANCE ON THE DATE SHOWN IN ITEM 5.

(Personal signature of authorized agency official)

**E. W. Walsh**

(Typed name of authorized agency official)

**Federal Bureau of Investigation**

(Name of agency)

**8-15-68**

(Date)

**Inspector**

(Title)

**Washington, D. C.**

(Mailing address, including ZIP Code of agency)

SEE OTHER SIDE

FOR

INSTRUCTIONS TO EMPLOYING AGENCY

# INSTRUCTIONS TO EMPLOYING AGENCY

## COMPLETION OF CERTIFICATION

1. This Certification must be completed in triplicate whenever an employee's insurance terminates for:
  - a. Death.
  - b. Retirement on an immediate annuity with 12 or more years' creditable service, of which at least 5 years are civilian service, or on account of disability. (An immediate annuity is one which begins to accrue not later than 1 month after the date the insurance would normally cease.) In a disability retirement case, do not complete SF 56 until a finding of disability has been officially made and the employee's separation is in order.
  - c. Completion of 12 months in a non-pay status or separation, and the employee is receiving benefits under the Federal Employees' Compensation law, and held unable to return to duty.
  - d. Any other reason, if the employee desires to convert his life insurance, except under the following circumstances:
    - (1) Employee waived or declined on SF 176 (or SF 176-T);
    - (2) If it is known that, within 3 calendar days after the date the insurance terminated, the employee will return to Government service in the same or another position in which he will be eligible to reacquire Federal Employees Group Life Insurance;
    - (3) More than 75 days have elapsed from the date insurance terminated unless specific request is made therefor by the Civil Service Commission or the Office of Federal Employees' Group Life Insurance.
2. If insurance terminated on account of death, indicate in item 3(a) whether the employee had filed an Application for Retirement (SF 2801) with the Civil Service Commission.
3. In item 8, give date of Notice of Conversion Privilege (SF 55), except that if this form (SF 56) is issued in lieu of SF 55, give current date. In case of death, leave this item blank.
4. It is important whenever a duplicate SF 56 is issued to replace one which has been lost, that it be clearly marked "DUPLICATE".

## DISPOSITION OF CERTIFICATION

1. Death of employee—
  - a. Send duplicate of SF 56 immediately to the Office of Federal Employees' Group Life Insurance.
  - b. Keep the original (preferably in the Official Personnel Folder or its equivalent) for attachment to a claim for death benefits (Form FE-6) when received.
  - c. If no claim is received, send original SF 56, upon request, to the Office of Federal Employees' Group Life Insurance.
  - d. If the deceased employee has a current Designation of Beneficiary (SF 54) on file, the SF 54 must be attached to the original SF 56 when it is sent to the Office of Federal Employees' Group Life Insurance.
2. Retirement of employee—
  - a. If the employee is applying for an immediate annuity with 12 or more years' creditable service (of which at least 5 years are civilian service) or for disability, attach the original SF 56 and current Designation of Beneficiary (SF 54), if any, to the Application for Retirement and give duplicate of SF 56 to the employee. [NOTE: In a disability retirement case where the retirement application has already been sent to the Civil Service Commission, attach the original SF 56 (and SF 54, if any) to the "FINAL" Individual Retirement Record (SF 2806).]
  - b. If the employee wants to continue only his regular insurance, have him complete a SF 176 declining his optional insurance. If he wants to convert only his optional insurance, prepare a statement (see below), in duplicate, for him to sign, attach both copies of the statement to the original SF 56, and submit with application for retirement as instructed in 2a above.  
Illustrative Statement  
"I want to continue my regular insurance after retirement but would like additional information on converting my optional insurance."

(Employee's signature)

(Address—print or type)

(Date)

- c. If the employee prefers to convert both his regular and optional insurance to an individual policy, give him the original and duplicate copy of the SF 56. Retain SF 54, if any.
3. If employee is receiving compensation benefits—
  - a. Before completing item 7 contact the local Bureau of Employees' Compensation Office, if necessary, to confirm whether the employee still has optional insurance.
  - b. Have the employee complete appropriate box on reverse side of the original SF 56. Send original SF 56 and current Designation of Beneficiary (SF 54), if any, to the U. S. CIVIL SERVICE COMMISSION, BUREAU OF RETIREMENT AND INSURANCE, WASHINGTON, D. C., 20415, and give duplicate copy of SF 56 to the employee.
  - c. If the employee prefers to convert his group insurance to an individual policy, give him the original and duplicate copy of the SF 56. Retain SF 54, if any.
4. All other cases—

Upon request, give the employee the original and duplicate copy of the SF 56 or mail them to him.
5. In all cases—

Retain file copy of the SF 56 in the employee's Official Personnel Folder or its equivalent.

## PROMPT CERTIFICATION REQUIRED

The time in which an employee may convert his group life insurance to an individual policy is limited. This SF 56 must be completed and delivered or mailed to him promptly.